SONY

Magic Link™

User's Guide

PIC-2000

Personal Intelligent Communicator

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Magic Cap™:

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All about your Magic Link communicator

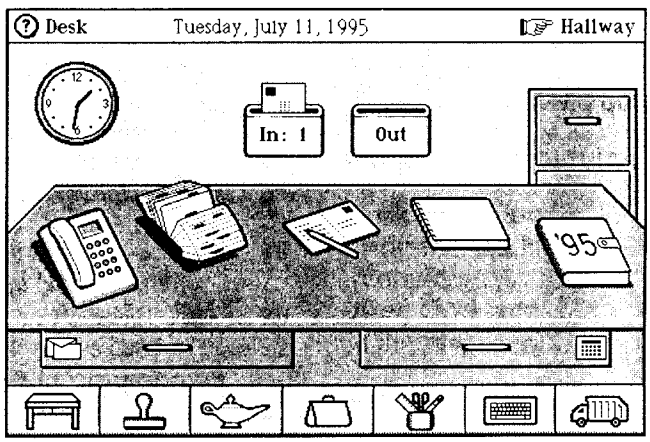
This chapter is an overview of the features of your Magic Cap™ system.

The geography of the Magic Cap system is modelled on that of the world with rooms along a Hallway and buildings along a street Downtown. To perform different activities in the real world you move from place to place. Similarly, to do different things with your Magic Link™ communicator you move among the places in its world.

Scenes

There are three basic scenes in your Magic Cap world: the Desk, the Hallway, and Downtown.

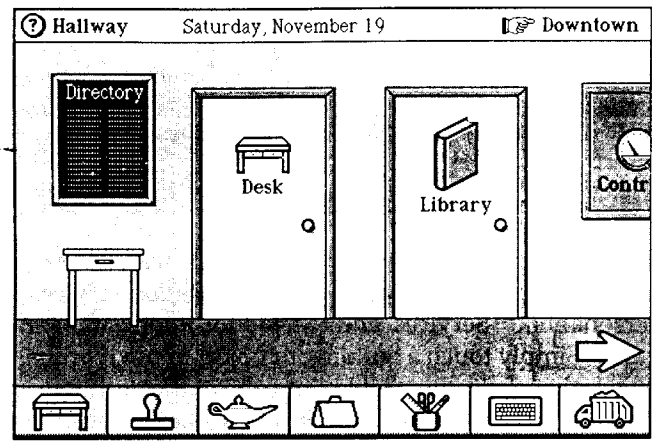
The Desk



The Desk is the heart of your Magic Link communicator. From the Desk you can begin virtually any Magic Link communicator activity. On the Desk are the objects that you will use most frequently—a Telephone, a Name card file, a blank postcard for creating Telecards (which are electronic mail messages), a Notebook, and a Datebook.

The In box on the wall contains new Telecards you have received and the Out box contains new outgoing Telecards waiting to be sent. Also on the wall is the Clock. Behind the Desk is the File cabinet, in which you can file your Telecards, Notebook pages, and other items. There are two drawers in the Desk: one holds various types of stationery and the other holds other desk accessories.

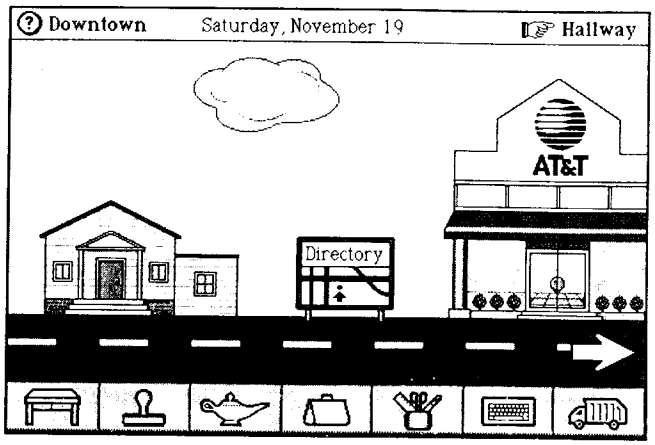
The Hallway



The Hallway provides access to rooms that contain information stored on your Magic Link communicator. You touch a door or object in the Hallway to look inside it. For example, you can touch the door labelled "Desk" to see the Desk or the door labelled "Library" to enter the Library. You can even change the artwork on the wall.

To navigate through the Hallway, you touch the arrows on the Hallway floor, or press down on the Hallway floor and slide to the left or right. There is a Directory at each end of the Hallway, and you can touch items on the directory listings to enter a room, display the Desk scene, or access the controls.

Downtown



The buildings on the Downtown street offer you access to a variety of services. Travel Downtown to access communication services such as AT&T PersonaLink℠ Services, and to shop for information and merchandise. Simply touch a building or object to use it or see what is inside. To use the services available from one of the buildings, refer to the documentation that comes with the associated software package.

See "Request a name card from the AT&T PersonaLink Services directory" on page 100.

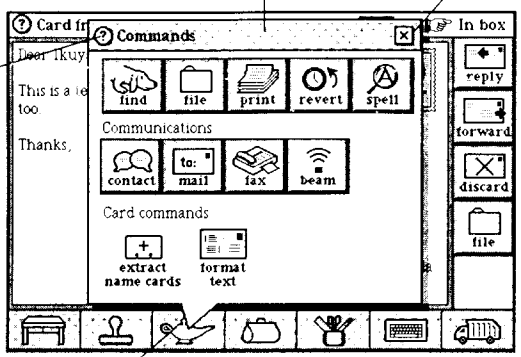
Touch one of the arrows on the street to navigate through Downtown. Alternatively, touch one of the directories to see a list of Downtown buildings, then touch one of the names to enter that building.

Windows

Some objects you touch do not take you to a different place. They simply open a window in which you can do something. For example, all of the objects on the bottom of your screen display a window when you touch them. When you touch the Magic lamp, the Commands window appears.

To move an entire window if it is obstructing your view of something, press down in the titlebar, and slide the window to a new location.

Touch to close the window.

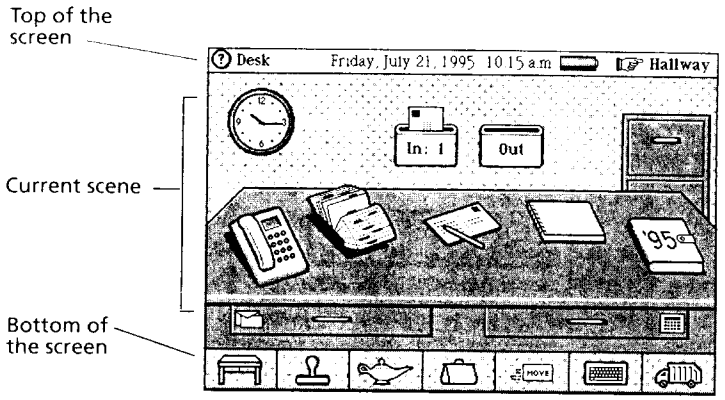


Touch to see information about the window.

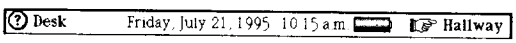
You can also close a window by touching the object that opened it.

Parts of the screen

The screen of your Magic Link communicator is divided into three parts. Along the top of the screen is information about the scene you are seeing. Along the bottom of the screen is a row of buttons that perform certain functions when you touch them. Between these two permanent strips is the current scene, which changes as you navigate through the Magic Cap system.



The top of the screen



The top of the screen contains a number of icons that represent information or navigational tools.

Touch the circled question mark at the left to display information about the current scene.

Touch the battery indicator to display information about the symbols that indicate the state of the battery or AC power adapter.

Touch the pointing hand at the right to go to the scene or window named.

Depending on how you set up your Magic Link communicator, the date or time or both might be displayed.

When you are looking at a collection of many things, such as your Name card file or your Telecards, arrows appear at the top of the screen so you can go backward and forward through the stack of cards.

A telephone image is displayed when you connect to a communication service or fax machine.

The bottom of the screen

Touch whenever you want to return to the Desk scene.

Touch to look through a catalog of stamps. Use stamps to decorate and personalize Telecards, stationery, Notebook pages, and name cards, to record brief voice messages, and to direct special handling of Telecards as they travel to their destination.

Touch to see a few simple commands, shortcuts, and to set rules that control how your Magic Link communicator behaves.

The Tote bag is a convenient place to put objects and text so you can move them from place to place.

The Tool holder contains tools for writing and drawing on the screen – crayons, pencils, and an eraser.

Sometimes a picture of a writing tool, such as a pencil, appears in the place of the Tool holder. This indicates which tool is selected.

The Keyboard allows you to type text on your Magic Link communicator and to make labels for objects.

The Trash truck collects objects that you throw away. You can empty the Trash truck if you are sure you do not need the objects it contains.

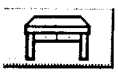
Basics

In this section you can begin to explore the basics of the Magic Cap system.

Common activities

Go to the Desk

Touch the Desk in the bottom left corner of the screen.



If you ever find that you are in an unfamiliar place, touch the Desk.

Go to a different scene or place

Touch the pointing hand in the top right corner of the screen to go to the scene or place indicated.

☞ Hallway

NOTE: When your Magic Link communicator is busy – for example, changing the scene – a spinning magic hat appears.

TIP: To see the list of places you have visited recently, hold down the OPTION key, and touch the pointing hand in the top right corner of the screen. In the list that appears, touch the name of the place you want to go.

View more information

Touch the circled question mark in the top left corner of the scene or window.

? Desk

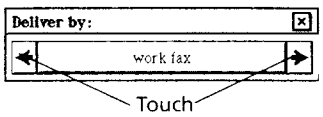
Close a window

Touch the *x* in the top right corner of a window to close it.

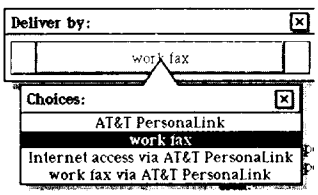
Use selection windows

When you have several choices, a selection window with left and right arrows appears. There are three ways to make your selection:

- **Touch one of the arrows to see the next or previous item.**



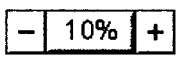
- **Hold down the OPTION key, and touch one of the arrows to go to the beginning or end of the list of items.**
- **Touch the choice displayed between the arrows to display the entire list, and then touch the item you want to select.**



Use choice boxes

In a numeric choice box, touch the arrows to change the numbers.

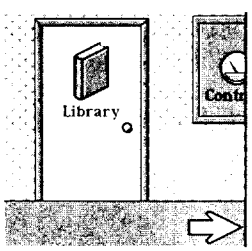
In a choice box such as the one at the right, touch + or - to change the number.

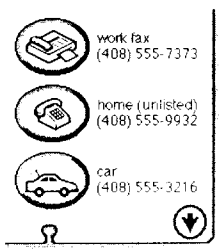


Use arrows to see more

Arrows mean there is more of the scene or window to see. For example, arrows on the Hallway floor show that the Hallway continues. Arrows on a name card point to additional information on that card.

Touch an arrow to view more of the scene or window.





Select an object

Touch an object with your finger or the supplied stylus when you want an object to do something.

When you touch most objects on the screen, it causes them to do something or take you somewhere else. It is similar to pushing a button.

NOTE: Be sure to use your finger or the supplied stylus so that you do not damage the screen.

Move an object

You can move an object just about anywhere on the screen. You can drag it out of your way or move it into a container, such as the Trash truck or the Tote bag.

Press down on an object, drag it across the screen to a new location, and let go.

Throw something away

When you want to discard an object, you can throw it away in the Trash truck.

Press down on the object, drag it into the Trash truck, and let go.

Trash truck is empty.

Trash truck contains objects.

The Trash truck changes to show that there is trash inside it.

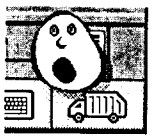
The Trash truck holds up to six objects before it starts getting rid of them permanently.

See "Decrease how much the Trash truck holds" on page 169.

TIP: In some scenes, you can touch *discard*, which is the same as dragging an item into the Trash truck. A message appears asking you to confirm that this is what you want to do. To discard an object without being asked to confirm, hold down the OPTION key, and touch *discard*.

Rescue something from the Trash truck

Press down on the Trash truck and drag out the last object you threw away; then let go.



The object appears on your screen.

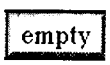
To rescue something that was not the last thing you threw away, touch the Trash truck to see what is inside.

A window appears showing all the objects in the Trash truck. Drag an object out of the Trash truck to rescue it.

Empty the Trash truck

Empty the Trash truck to permanently remove the items in it. You save valuable space in built-in storage when you discard Telecards, extra pages, and other items that you are not using.

Touch the Trash truck, and then touch *empty*.



The trash drum sound alerts you that an item in the Trash truck has been permanently removed.

The *empty* button does not appear in the Trash truck window if the Trash truck is already empty.

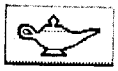
TIP: If you do not need to see what is in the trash before you empty it, hold down the OPTION key, and touch the Trash truck to empty it. Emptying the Trash truck takes a little longer when it contains large items, such as packages.

Undo changes

You can restore your Magic Link communicator to the state it was in the last time you changed scenes or the state it was in roughly three minutes before.

1 **Touch the Magic lamp.**

The Commands window appears.

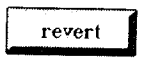


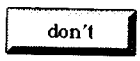
2 **Touch *revert*.**

A message appears asking you to confirm that you want to revert back to the time shown in the message.

3 **Touch *revert* in the message to confirm.**

If you change your mind and decide not to undo the changes you have made, touch *don't*.





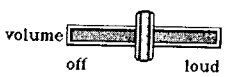
Adjust the volume

1 **Hold down the OPTION key, and touch the Magic lamp.**

The Quick controls window appears.

2 **Slide the volume bar to adjust the volume.**

Slide the bar all the way to the left to turn the volume off.



Print what is on the screen

Many cards, pages, and screens can be printed from your Magic Link communicator. There are two ways to print Magic Link scenes:

- by connecting an optional printer cable directly from your Magic Link to your printer
- via your personal computer using an optional link product, which includes a special cable and software for both your Magic Link and your computer

1 **With the page or card that you want to print on the screen, touch the Magic lamp.**

2 **Touch *print*.**

The Print window appears.

3 **Touch *options* to set the number of copies to print and the page orientation: portrait or landscape.**

4 **If you want to print through your personal computer, touch *connect* to make the software connection between your Magic Link communicator and your personal computer.**

5 **Once your Magic Link communicator is connected to a printer or a personal computer, touch *print*.**

NOTE: When your Magic Link communicator is connected to a personal computer, selecting *print* creates a copy of the image on the computer's clipboard.

File the card or page on the screen

In addition to filing Telecards, you can file enclosures and most cards and pages in your Magic Link communicator. You can file an item in a package on a memory card or in built-in storage, in a folder in your File cabinet, or on a personal computer, if you have an optional computer-link product.

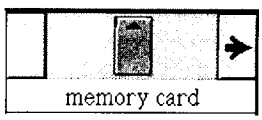
1 **With the page or card that you want to file on the screen, touch the Magic lamp.**

The Commands window appears.

2 **Touch *file*.**

The File window appears.

3 **Touch the arrows until you see the place in which you want to file the item.**

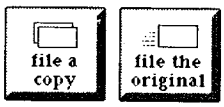


4 **Take one of the following actions:**

To file the item in	Do this
an existing package on a memory card or in built-in storage	Touch the package name from the list. memory card old name cards
a folder in a drawer of the File cabinet	Touch the folder name, and then touch *done*. Received mail Other Personal Work For a new folder, touch *new folder*, type the name of the new folder, and then touch *done*.
a new package on a memory card or in built-in storage	Touch *new package*, and type the name of the new package and touch *done*. new package

See "Unpack a package" on page 161.

5 **Touch either *file a copy* or *file the original*.**



When you file a copy of an item, the original item remains in its original location, and a copy of it is filed. When you file the original, the item is moved to the destination you specify.

Typing

You can write messages and notes either with the stylus or your finger, or you can use the Magic Link communicator Keyboard.

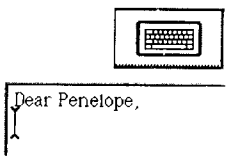
> **NOTE:** Magic Cap does not recognize your handwriting, so you use the Keyboard to type information that it needs to understand, such as name cards, telephone numbers, and the Telecard's subject.

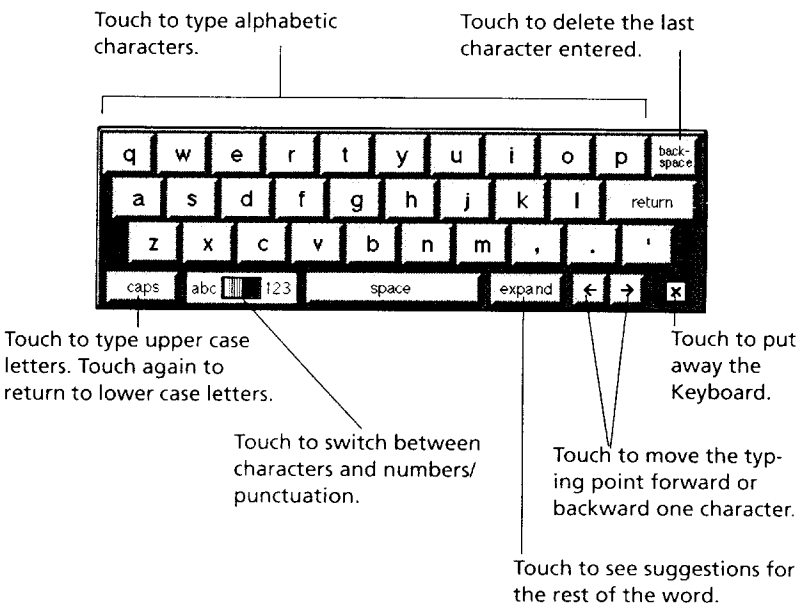
Type characters and numbers

You can use the Keyboard to type messages, enter text in the Notebook, and fill out different forms.

Touch the Keyboard at the bottom of the screen, or touch the place on the screen where you want to type.

The Keyboard expands to fill the lower half of the screen.




Touch to type alphabetic characters.
Touch to delete the last character entered.
q w e r t y u i o p
back-space
a s d f g h j k l
return
z x c v b n m , . '
caps
abc 123
space
expand
Touch to type upper case letters. Touch again to return to lower case letters.
Touch to switch between characters and numbers/ punctuation.
Touch to put away the Keyboard.
Touch to move the typing point forward or backward one character.
Touch to see suggestions for the rest of the word.

Type symbols

Your Magic Link Keyboard offers a symbols Keyboard, so you can add symbols and punctuation characters to your text.

1. **Hold down the OPTION key, and touch the *abc/123* switch on the Keyboard.**

   The image changes to display arrows in place of the switch.

2. **Touch one of the arrows until the icon for the symbols Keyboard appears.**

3. **Touch the symbol(s) you want to add to your text.**

4. **Hold down the OPTION key, and touch the *abc/123* switch to return to the lower case letters Keyboard.**

Type accent marks

To type a character with an accent, first type the character, and then switch to the accents Keyboard and type the accent mark.

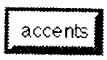
1. **Touch the letters of the word you want to type on the Keyboard.**

2. **Hold down the OPTION key, and touch the *abc/123* switch.**

   The image changes to display arrows in place of the switch.

3. **Touch one of the arrows until the icon for the symbols Keyboard appears.**

4. **Touch *accents* on the symbols Keyboard to display the available accents.**

5. **Touch the accent you want to use.**

   The accent mark appears over the last letter typed (for example, Qué).

6. **Hold down the OPTION key, and touch the *abc/123* switch to return to the lower case letters Keyboard.**

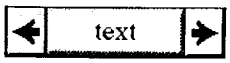
Place text in a specific location

Use the text tool to place a text field anywhere you want on a Telecard or Notebook page. The text tool is handy when you have been writing, drawing, or using stamps and you want to type some text at a particular position.

1 **Touch the Tool holder.**

The Tools window appears.

2 **Touch one of the arrows at the bottom of the Tools window until you see the text tools.**

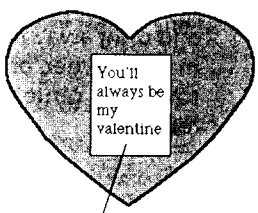


3 **Touch the type of text field you want to use.**

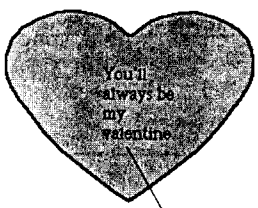
There are three types of text fields: normal, transparent, and fancy.

Normal and fancy use borders to surround the text you type in the text field. Both types use an opaque background.

Transparent text fields use a transparent background and have no border.



Normal text field

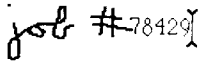


Transparent text field

4 **Touch the screen where you want to place the text field.**

A typing point appears and the Keyboard is displayed.

5 **Use the Keyboard to enter text.**



Edit typed text

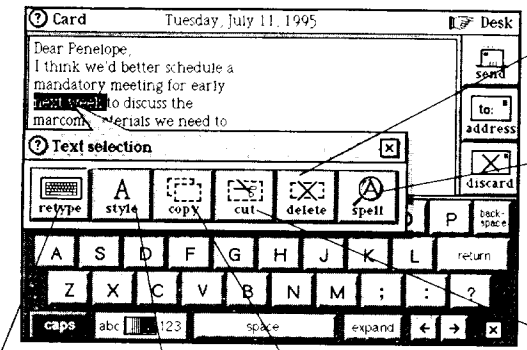
You can retype, change, copy, remove, and delete typed text.

1 **Press down and drag the stylus slowly across the text you want to select.**

The text is highlighted, and the Text selection window appears.

TIP: To select text easily, touch the beginning or end of the text block you want to select, and then hold down the OPTION key, and touch the other end. To select additional text, hold down the OPTION key, and touch another point in the text.

2 **Touch one of the buttons for editing the text.**



Touch to delete the selected text.

Touch to check the spelling of the selected text.

Touch to remove the text and put it in your Tote bag, so you can put it somewhere else. The selected text no longer appears in the original text.

Touch to remove the selected text; retype the new text.

Touch to put a copy of the selected text in your Tote bag, so you can put it somewhere else. The original text does not change.

Touch to change the typeface, size, and style (bold, italic, or underlined).

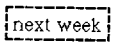
See "Position text taken from the Tote bag" on page 24.
See "Spell Finder" on page 25 in Applications Guide.

Position text taken from the Tote bag

When you copy or cut text using the Text selection window, the text hops into the Tote bag and is stored there as a "text coupon" until you place it somewhere else. A text coupon is a series of characters that is created whenever you cut or copy text or when you type from the Labelmaker of the Keyboard.

1 **Touch the Tote bag to see what is inside it.**

2 **Press down on the text coupon you want to use, and drag it out.**



3 **Position the coupon where you want to insert it, and let go.**

The text appears in its new location.

TIPS:

- To get the text coupon that went into the Tote bag last, press down on the Tote bag without opening it, drag the text coupon out, and let go.
- To move a copy of an object out of the Tote bag, leaving the original, hold down the OPTION key as you drag the object out.

Find typed text

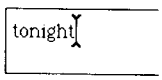
1 **Touch the Magic lamp.**

The Commands window appears.

2 **Touch *find*.**

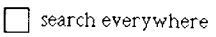
The Find window appears with the Keyboard below it.

3 **Type the text you want to find, and then touch *x* to put away the Keyboard.**



4 **To search everywhere in your Magic Link communicator for occurrences of the text, touch the checkbox next to *search everywhere*.**

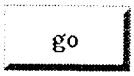
If *search everywhere* is not checked, the search looks only in the current scene for occurrences of the text.



5 **To search faster, touch the checkbox next to *faster*.**

When *faster* is checked, the search is conducted without the animation of the search dog sniffing from scene to scene.

6 **Touch *go*.**

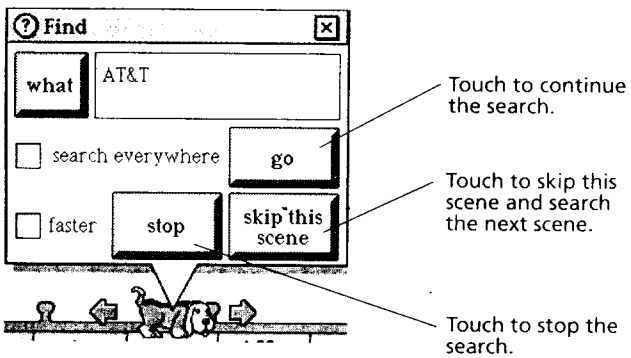


The search dog sniffs around until she finds an occurrence of the text; then she stops, and the item containing the text appears on the screen.

7 **Touch the arrows to continue searching for more occurrences of the text or to see the previous occurrence.**

8 **To stop the search or skip the current scene, touch the search dog.**

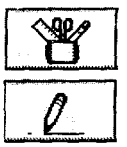
The Find window appears.



Writing and drawing

To write or draw, you can use pencils, erasers, tools for creating text fields in which you can type, and tools that move, copy, and stretch objects. You can write or draw on a Notebook page or on a Telecard you are preparing to send.

Write and draw



1 With a Notebook page or Telecard on the screen, touch the Tool holder displayed at the bottom of the screen.

If a pencil appears in place of the Tool holder, touch the pencil.

The Tools window appears.

TIPS:

- To see other tools of the same type, hold down the OPTION key, and touch the tool shown in the Tool holder's spot.
- Hold down the OPTION key, and touch a tool shown in the Tools window to change the line style.

2 Touch the arrows to display the different types of writing and drawing tools.

3 Touch a writing or drawing tool.

The selected tool hops into the Tool holder's place.

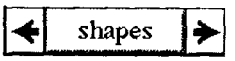
4 Use the stylus to write or draw on the screen.

TIP: You can write *over* an object, such as a shape. If you want to write or draw *in* a shape or similar object, you must hold down the OPTION key as you write or draw.

Draw shapes

1 **Touch the Tool holder.**
The Tools window appears.

2 **Touch one of the arrows at the bottom of the Tools window until you see the shapes tools.**



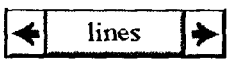
3 **Touch the shape you want to use.**
The shape hops into the Tool holder's spot.

4 **Press down on the screen where you want to place the shape, then slide the stylus to stretch the shape to the size that you want it to be.**

Draw lines

1 **Touch the Tool holder.**
The Tools window appears.

2 **Touch one of the arrows at the bottom of the Tools window until you see the lines tools.**



3 **Touch the line you want to use.**
To draw lines that will slant, use one of the slanted lines. To draw vertical or horizontal lines, use one of the horizontal lines.
The line you select hops into the Tool holder's spot at the bottom of the screen.

4 **Press down on the screen where you want the line to begin and slide the stylus across the screen to draw the line.**

Erase pencil marks

Use the eraser to erase pencil marks. Note, however that the eraser does not erase typed text, shapes, or lines made with text field, shape, or line tools.

1 **Touch the Tool holder.**

The Tools window appears.

2 **Touch the eraser.**

The eraser hops into the Tool holder's spot.

3 **Press down on the screen and slide the stylus over the pencil marks you want to erase.**

The eraser appears as a small square on the screen.

Touch the eraser at the bottom of the screen to select a different tool.

Erase the last mark you made

You can easily delete the last thing you wrote, drew, or typed in a text field.

Touch *erase*.

A starburst shows you what was erased.

You can keep erasing marks by touching *erase* repeatedly.

TIP: To delete enclosures, stamps, shapes, or typed text, drag them into the Trash truck.

Erase the entire page

Hold down the OPTION key, and touch *erase*.

NOTE: All writing, drawing, lines, and text fields are erased, but text you typed, stamps, and shapes remain.

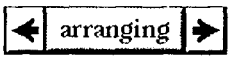
Move, copy, and stretch drawings

The arranging tools are not one of the standard Tool sets. To display the arranging tools, go to the Controls panel and touch *general*. Touch the checkbox next to *construction mode*.

1 **Touch the Tool holder.**

The Tools window appears.

2 **Touch one of the arrows until you see the arranging tools.**



3 **Touch the arranging tool you want to use.**

Use	To	Action
	move pencil strokes, text fields, shapes, lines, and objects	Press down on the object, and drag it to the new position.
	make a copy of an object created with one of the tools	Press down on the object, and drag it away to the copy position.
	change the size of a text field, shape, or line	Press down on the object, and drag away from it to make it larger, or drag toward its center to make it smaller.

NOTE: Some objects, such as large shapes, can be moved without using the move tool. Press down on the center of the object, and slide it to a new location. The move tool makes it easier to move objects such as pencil strokes, text fields, small shapes, and lines.

Turn off the current tool

1 **Touch the tool at the bottom of the screen.**

The Tool holder reappears at the bottom of the screen, and the Tools window appears.

2 **Touch the *x* in the Tools window to close the window.**

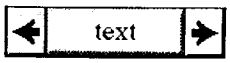
Place text in a specific location

Use the text tool to place a text field anywhere you want on a Telecard or Notebook page. The text tool is handy when you have been writing, drawing, or using stamps and you want to type some text at a particular position.

1 **Touch the Tool holder.**

The Tools window appears.

2 **Touch one of the arrows at the bottom of the Tools window until you see the text tools.**

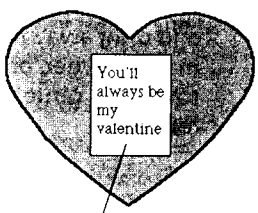


3 **Touch the type of text field you want to use.**

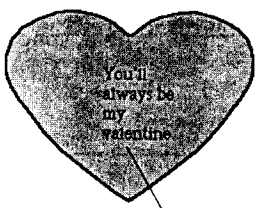
There are three types of text fields: normal, transparent, and fancy.

Normal and fancy use borders to surround the text you type in the text field. Both types use an opaque background.

Transparent text fields use a transparent background and have no border.



Normal text field

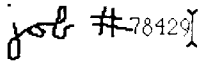


Transparent text field

4 **Touch the screen where you want to place the text field.**

A typing point appears and the Keyboard is displayed.

5 **Use the Keyboard to enter text.**



Using stamps

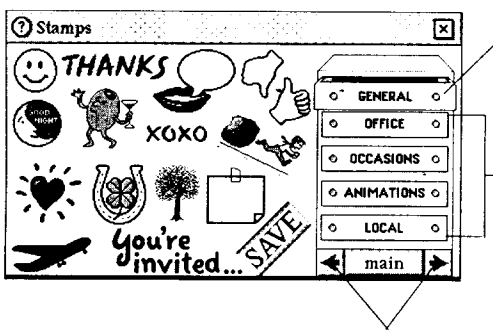
Use stamps in your Telecards to personalize them, to convey emotions, or just to add some fun to a message. There are many useful stamps as well as decorative stamps. The best way to learn what stamps are available is to touch the Stamper and go exploring.

The stamps that appear in the Stamper change according to the current scene. The bottom drawer of stamps is reserved for the current scene. For example, when you are writing a message, special stamps for Telecards, including one with your signature, appear in the Stamper.

Use the stamps

1 **Touch the Stamper at the bottom of the screen.**

The Stamps window appears, in which you see the stamps available from the drawer that is open at the right.

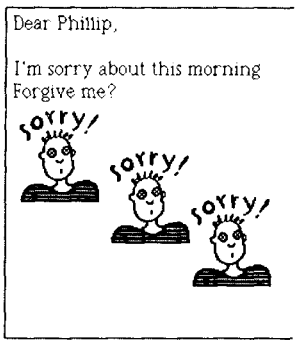


2 **Touch the stamp you want to use.**

The stamp appears on the screen.

TIPS:

- To use more than one stamp, hold down the OPTION key, and touch the stamp you want to use. The Stamps window stays open so you can select another stamp.
- By copying a stamp into the Tote bag, you can place more than one copy of the same stamp in several places in your Telecard. First, touch a stamp from the Stamper, and drag it into the Tote bag. Then, holding down the OPTION key, drag the stamp out of the Tote bag, place it where you want it, and then let go. You can continue dragging the stamp out of the Tote bag to place additional copies of the stamp on your Telecard.



Using the Controls panel

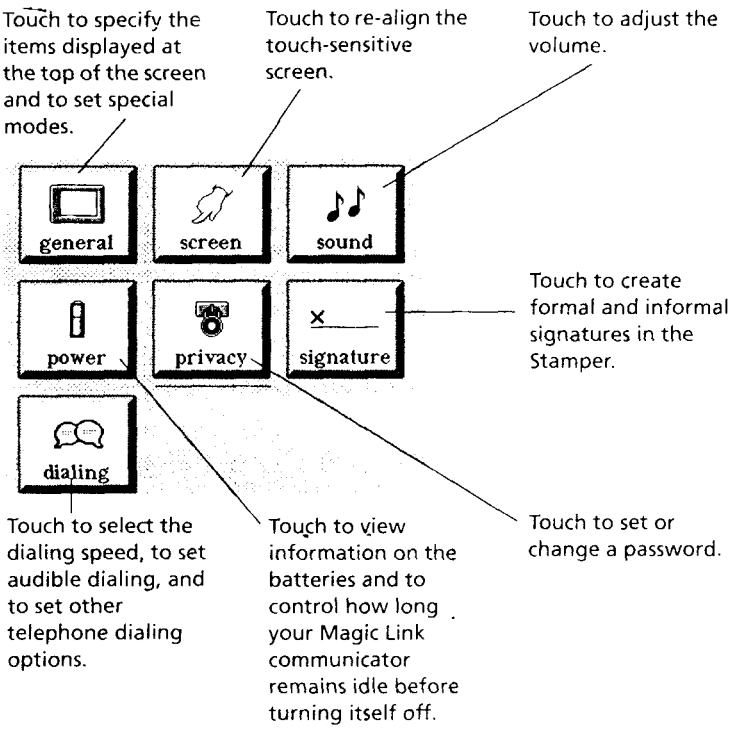
The Controls panel contains special performance options that allow you to customize your Magic Link communicator.

Use the Controls panel

1 **From the Hallway, touch *Controls*.**

The Controls panel opens to display the control buttons.

2 **Touch a button to change the settings.**


Touch to specify the items displayed at the top of the screen and to set special modes.
Touch to re-align the touch-sensitive screen.
Touch to adjust the volume.
general
screen
sound
power
privacy
signature
Touch to create formal and informal signatures in the Stamper.
dialing
Touch to select the dialing speed, to set audible dialing, and to set other telephone dialing options.
Touch to view information on the batteries and to control how long your Magic Link communicator remains idle before turning itself off.
Touch to set or change a password.

See "Set up passwords" on page 174.
See "Check battery levels" on page 32 in Applications Guide.
See "Change the automatic shut-off setting" on page 33 in Applications Guide.

Using rules

Throughout Magic Cap there are rules that you can use to customize the way your Magic Link communicator behaves. In most scenes, you can switch rules on or off, or you can change a rule so it behaves differently to suit your needs.

You can look at the rules for a particular place by touching the Magic lamp and then touching *rules* when you are at that place. You can look at all the rules available in the *Rule Book* in the Library. The rules available for a particular place in Magic Cap are listed in the section of this guide that describes that place.

See "Using books" on page 140.

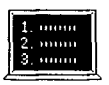
Switch a rule on or off

1 **Touch the Magic lamp.**

The Commands window appears.

2 **Touch *rules*.**

The list of rules for the current scene appears. Touch an arrow to see additional rules that do not fit on the screen.



3 **Touch the checkbox next to a rule to switch it on or off.**

A checkmark appears in the checkbox when the rule is switched on. No checkmark indicates that the rule is switched off.

4 **Touch *x* to close the Rules window.**

Change the text of a rule

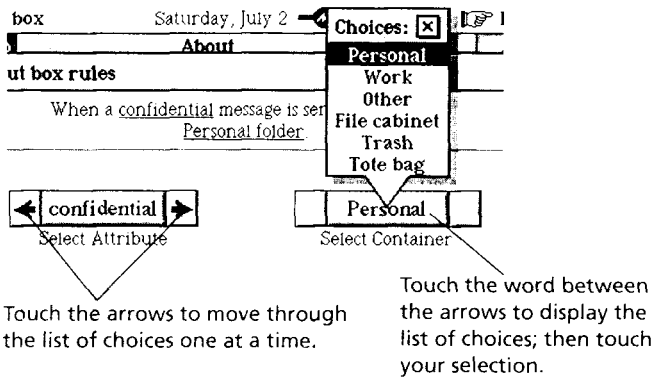
You can change any underlined text in a rule. Some text can be changed to a specified list of choices only; other text can be changed to any other text.

1 **Touch the text of the rule you want to change.**

The rule is displayed at the top of the window.

2 **Change the text.**

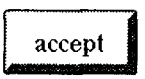
If a text field appears, you can enter replacement text by typing over the selection. If the choices appear as in the figure below, you can select replacement text from the choices offered.



NOTE: Be sure to touch the text of the rule, not the checkbox. Touching the checkbox switches the rule on or off.

3 **Touch *accept*.**

The new text of the rule appears.



TIP: Touch the checkbox next to the rule to activate it. A checkmark appears in the checkbox when the rule is switched on.

Make a copy of a rule

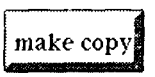
You might want to make a copy of a rule if you want to use the same basic rule but have more than one set of criteria. For example, the In box has a rule that tells your Magic Link communicator to collect Telecards from a communication service at the same time each day. You might want to make a copy of this rule with instructions to collect Telecards at another time of day, so your Magic Link communicator automatically collects your Telecards for you twice a day.

1 **Touch the rule to be copied.**

The rule is displayed at the top of the window.

2 **Make your changes to the rule, and then touch *make copy*.**

A copy of the rule appears in the list with the changes you made.

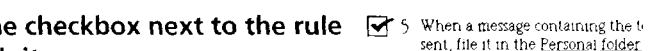


See "Change the text of a rule" on page 35.

TIP: In general you can make a copy of rules that have two or more changeable criteria. The changeable criteria are underlined. For example, you can change a rule that files a Telecard in a particular place if the Telecard contains a certain phrase. The two criteria are the place where the Telecard is filed and the phrase the Telecard contains.

3 **Touch the checkbox next to the rule to switch it on.**

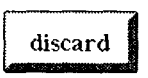
A checkmark appears in the checkbox when the rule is switched on.



Discard a rule

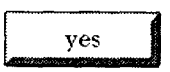
You can discard only the rules that you have created. You cannot discard the rules that came with your Magic Link communicator.

1 **Touch the text of the rule that you want to discard, and then touch *discard*.**



A message appears asking you to confirm that you want to discard this rule.

2 **Touch *yes* to discard the rule.**



NOTE: The *discard* button does not appear for rules you cannot discard, such as the rules that came with your Magic Link communicator.

Staying in touch with people

This section describes several ways in which your Magic Link communicator helps you to communicate with and keep track of your friends, family, and business associates. It is divided into four chapters, each dealing with one method of communication or record-keeping.

You can send **Telecards** (which are electronic mail messages) to people who use any form of electronic mail. You can also send Telecards to fax machines. With your Magic Link communicator, you can jot a note, invite several people at once to a meeting or event, direct delivery with various stamps, and send off the Telecard whenever you are ready. Unlike telephone calls, Telecards do not require that the recipient be available immediately. You can send a Telecard while the recipient is asleep or in a meeting. And you can read incoming Telecards whenever it is convenient for you, not necessarily as they arrive.

The **Name card file** is where your Magic Link communicator stores all of the names, addresses, and telephone numbers of the people, companies, groups, and services that you contact. Your Magic Link communicator uses the information on name cards to address Telecards and to dial telephone numbers, saving you from having to type or dial information over and over again.

You can use your Magic Link communicator's **Telephone** to call someone or to listen to messages on your answering machine or voice mail. You can use the speakerphone to listen to messages and announcements, or you can connect an optional audio headset and use your Magic Link communicator as a telephone.

Telecards

Your Magic Link communicator is designed to make it easy for you to send and receive Telecards. To send a Telecard, you simply select a recipient, type or write your message, and decorate it with stamps, if you want. Your Magic Link communicator takes care of the rest. Your Telecards travel electronically to their destinations, arriving in a matter of minutes, even to recipients in other countries.

You can send Telecards to other users of Magic Cap devices, to people who use electronic mail, and to fax machines – regardless of whether or not the recipient is available when the Telecard arrives. When you receive Telecards, you can reply to the sender, forward a copy to someone else, or simply throw it away. You can save Telecards in the File cabinet, on a memory card, or on a personal computer.

When you exchange Telecards with someone who uses a Magic Link or other Magic Cap communicator, all of the typed text, drawings, scribbles, and stamps that the sender used to create the Telecard are included in the message. Telecards you receive from people who use other devices or other communication services include the text only.

This chapter discusses all the features available on your Magic Link communicator to help you stay in touch with the people who are important in your life.

Sending Telecards

In addition to sending handwritten and typed text, you can send line-drawings and recorded messages, and you can attach a note or card. You can send the same Telecard to more than one person at the same time.

To send a Telecard, simply select one or more recipients and type or write your message. Be sure to connect to a telephone line, create a Name card for yourself, and sign up for a communication services before attempting to send a Telecard.

See "Set up a calling location" on page 20 in Getting Started.
See "Personalize your Magic Link communicator" on page 17 in Getting Started.
See "Sign up for AT&T PersonaLink Services" on page 22 in Getting Started.
See "Signing up for America Online" on page 4 in Applications Guide.

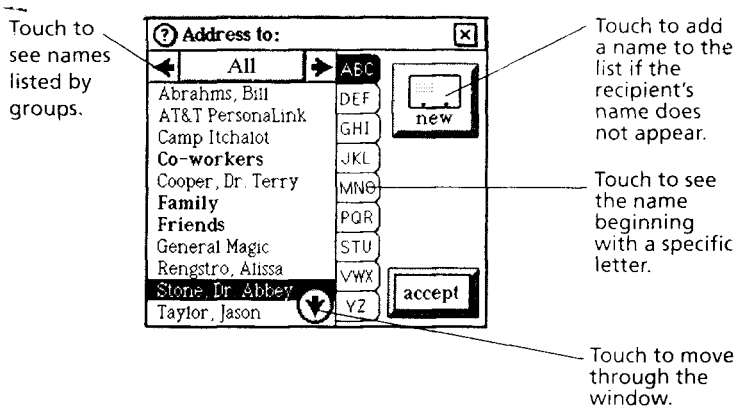
Prepare and send a Telecard

1 **Touch the postcard on the Desk.**

A blank postcard hops out of the Stationery drawer and fills the screen. The Address to window appears.

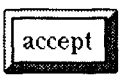
2 **Touch the name of the person or company to whom you want to address your Telecard.**

The address is highlighted.



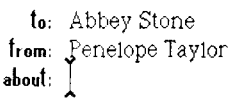
3 **Touch *accept*.**

The Telecard is now addressed to the person you selected, and the Address to window disappears.



4 **Touch *about*.**

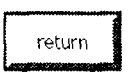
The Keyboard appears, and you see a typing point after the word *about*.



NOTE: On some types of stationery, you type the subject on the envelope. Touch *address*, and then touch *show envelope* to see the word *about* in the address.

5 **Type the subject of your Telecard, and then touch *return*.**

The typing point appears under the greeting line.



6 **Type or write the body of your message.**

See "Typing" on page 20.
See "Writing and drawing" on page 26.
See "Use the stamps" on page 31.

7 **Touch the *x* in the lower right corner of the Keyboard to close it when you are done.**

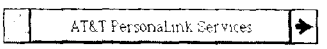
8 **Touch the delivery stamp in the upper right corner of the Telecard.**

On letters, the delivery stamp is on the envelope. Touch *address*, and then touch *show envelope* to see the delivery stamp.

NOTE: If *add way to send* appears in the delivery stamp area, you can send the Telecard by fax, data beam, or pager, or you can add an email address stamp to the addressee's name card.

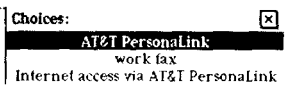
See "Send a fax" on page 50.
See "Beam a Telecard or Notebook page" on page 52.
See "Changing information on your name card" on page 77.

9 **Touch the delivery method to see all of the delivery methods available.**



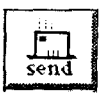
10 **Touch your choice, and then touch *x* to close the Deliver by window.**

The appearance of the stamp on the Telecard indicates how it will be sent.



11 **Touch *send* to send the Telecard.**

The Telecard hops into your Out box and is sent right away. The Communicating window appears to indicate that the message is being sent.



If your Magic Link communicator is not connected to a telephone line, the Telecard goes into your Out box and stays there until you connect to a telephone line.

See "Connect to a telephone line" on page 48.

TIP: While your Magic Link communicator is connecting to the communication service and sending and receiving mail, you can use it to do other things at the same time. Simply touch *x* to close the Communicating window.

NOTE: If you see the message "AT&T PersonaLink (trying directory)," it means that no AT&T PersonaLink Services mail address is listed on the addressee's name card. Magic Cap looks for this person's listing in the AT&T PersonaLink Services directory.

If it finds a listing, it sends the Telecard and you receive an updated name card listing the services the recipient uses. The name card is automatically added to your Name card file. When you send a Telecard to this person again, the services listed on the name card appear when you touch the Telecard's delivery stamp.

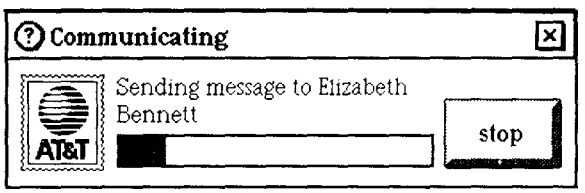
If it does not find a listing, you are notified, and the Telecard is not delivered.

See "Changing information on your name card" on page 77.

Stop! Don't send my Telecard!

You can stop your Magic Link communicator from sending a Telecard.

If your Magic Link communicator is connected to a telephone line when you touch *send*, the Communicating window appears, and your Magic Link starts connecting to a communication service.



Touch *stop*.

The phone connection is terminated, and the Telecard remains in your Out box.

NOTE: Touching *x* to close the Communicating window does not stop the Telecard from being sent. If you accidentally do this, touch the image of the postcard at the top of the screen to open the Communicating window again. Then, touch *stop* to stop the Telecard from being sent.

If you leave the Telecard in the Out box, your Magic Link communicator attempts to send it the next time it is connected to a communication service.

If you want to change the Telecard or discard it altogether, press down on the Out box, and drag the Telecard out onto the Desk or into the Trash truck.

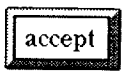
Address a Telecard to several people

To address your Telecard to more than one person, follow these steps.

1 **Touch *to* in the address portion of a Telecard or *address* on the right side of the screen.**

The Choose a name window appears.

2 **Touch a name; then hold down the OPTION key, and touch *accept*.**



This leaves the Address to window open so you can select another name in the list.

3 **Repeat step 2 to add more addresses.**

To remove a name from the list, hold down the OPTION key, drag the name you want to remove into the Trash truck, and let go.

4 **Touch *x* to close the Choose a name window.**

The Choose a name window disappears, and the addresses appear on the Telecard.

If you address a Telecard to more than three people, only a partial list of names is displayed. You can touch *(and 2 others)* to see the complete list of names.

to: Alissa Rengstro
Bill Thomas •
(and 2 others)
from: Penelope Taylor
about: meeting next week

A bullet (•) appears next to one name, indicating that you can change the delivery method for that addressee.

5 **Touch a name to select it.**

The bullet appears next to that name.

6 **Touch the delivery stamp.**

The Delivery by window appears.

NOTE: If there are no delivery methods specified on the name card of the addressee and you are not registered for AT&T PersonaLink Services, the *add way to send* stamp appears, and you must set up a delivery method for that person.

See "Change information on a name card" on page 78.
See "Sign up for AT&T PersonaLink Services" on page 22 in Getting Started.

7 **Select a delivery method.**

A stamp representing the delivery method you select appears in the top right corner of the Telecard.

TIPS:

- You can add or replace addresses at any time by touching *address* when the Telecard is on your screen.
- If you address a Telecard to a group, you can hold down the OPTION key, and touch the group name in the addressing portion of the Telecard to see the list of group members. You can then select individual delivery methods for each addressee, if you want.

See "Create a group name card" on page 73.

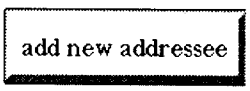
Add a cc or bcc recipient

There are three types of addresses: *to*, *cc* (carbon copy), and *bcc* (blind carbon copy). By default, carbon copy recipients of your Telecards do not receive name cards of other addressees. Blind carbon copy recipients of your Telecards do not see the list of other addressees and do not receive their name cards.

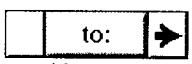
The default address type is *to*. To add a *cc* or *bcc* recipient, follow these steps.

1 **With a Telecard on the screen, touch *address* at the right side of the screen.**

2 **Touch *add new addressee*.**

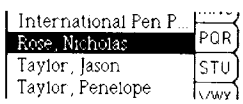


3 **Touch one of the arrows in the address type choice box until the address type you want to use appears.**

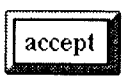


address type

4 **Touch the name of the recipient.**



5 **Touch *accept*.**



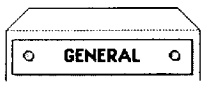
Make a voice recording for a Telecard

Using a sound stamp, you can record a brief audio message to send along with a Telecard. The recipient of your Telecard touches the sound stamp to hear what you recorded.

1 **With your Telecard on the screen, touch the Stamper.**

The Stamps window appears.

2 **Touch *GENERAL*.**



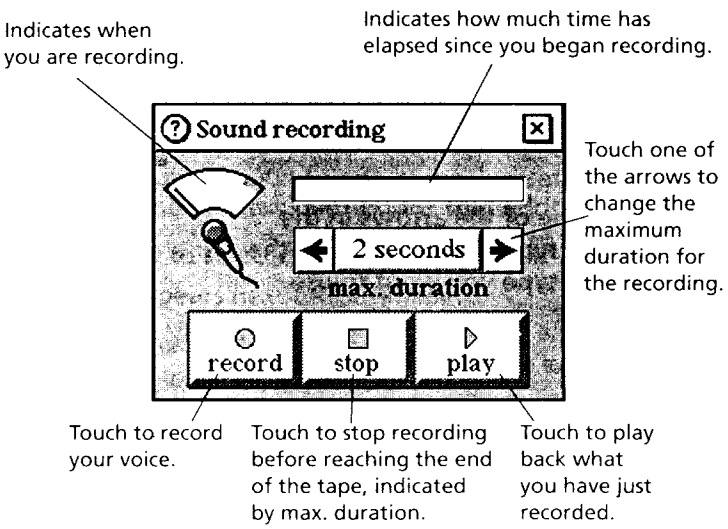
3 **Touch the sound stamp.**

The stamp hops onto your Telecard, and the Stamps window disappears.

4 **Touch the sound stamp on your Telecard.**

The Sound recording window appears.

5 **Record your message.**


Indicates when you are recording.
Indicates how much time has elapsed since you began recording.
Sound recording
2 seconds
max. duration
record
stop
play
Touch one of the arrows to change the maximum duration for the recording.
Touch to record your voice.
Touch to stop recording before reaching the end of the tape, indicated by max. duration.
Touch to play back what you have just recorded.

6 **Touch *x* when you finish recording.**

The sound stamp changes to show that it has a recorded voice message.

To hear the voice message, touch the sound stamp.

NOTE: Recorded sound stamps take up a lot of space in a Magic Link communicator. Also, it takes longer to send and receive Telecards that contain recorded sound stamps. Use them sparingly.

Set a delivery time limit for a Telecard

You can stamp a Telecard with a time limit stamp so that the Telecard is re-routed if the recipient has not collected the Telecard when the time limit expires. You can forward it to another person, to the same person by a different means (such as faxing), or discard it.

See "Send a fax" on page 50.

NOTE: The time limit stamp works only for AT&T PersonaLink Services subscribers.

1 **With the Telecard on your screen, touch the Stamper.**

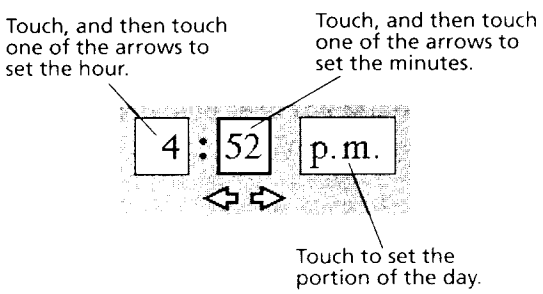
The Stamps window appears.

2 **Touch *time limit*.**

The time limit stamp hops onto your Telecard and the Time limit window appears.

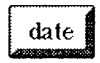
TIP: If there are multiple recipients for a Telecard, you can set individual time limits for each AT&T PersonaLink Services subscriber.

3 **Set the expiration time, and then touch *done*.**

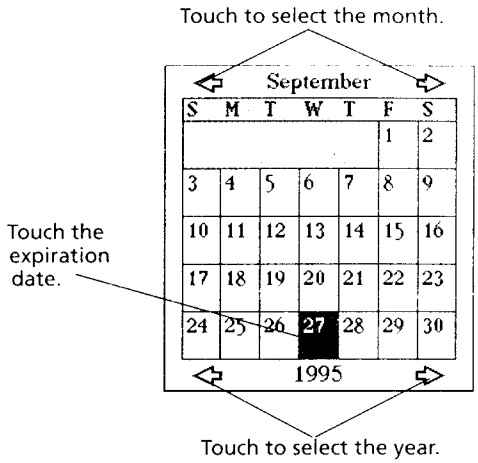

Touch, and then touch one of the arrows to set the hour.
Touch, and then touch one of the arrows to set the minutes.
4 : 52 p.m.
Touch to set the portion of the day.

4 **Touch *date*.**

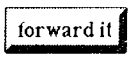
The Choose a date window appears.



5 **Set the expiration date, and then touch *done*.**


Touch to select the month.
September
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1995
Touch the expiration date.
Touch to select the year.

6 **To forward the Telecard, touch *forward it*.**



The Choose a name window appears.

If you do not choose to forward the Telecard, by default it is discarded at the expiration date and time.

7 **Select the name of the person to whom you want to forward the message if the time limit expires.**

You can select the original addressee using a different delivery method.

NOTE: If you set the time limit stamp to forward a message and you change your mind, you can return to the Time limit window and touch *discard it*.

Track the delivery status of a Telecard

When you stamp a Telecard with a tracking stamp, a delivery report log is created to track the status of the delivery of the Telecard to each recipient.

1 **With the Telecard on your screen, touch the Stamper.**

The Stamps window appears.

2 **Touch *TRACKING*.**

After you send the Telecard, you can track its status by touching *track* in the In box or Out box.

See "Track the status of a Telecard" on page 58.

Send an attachment with a Telecard

You can attach a Notebook page, a name card, an appointment from your Datebook, or another Telecard along with your message. The recipient of your Telecard touches the image of the attachment on the Telecard to view it.

NOTE: Telecards that contain stamps, writing, drawing, and attachments can only be sent to other communicators or devices that run the Magic Cap software.

1 **With the item you want to send on your screen, touch the Magic lamp.**

The Commands window appears.

2 **Touch *mail*.**

The Mail window appears.

3 **Touch *send*.**

A blank Telecard appears, and the Address to window opens.

After you address the Telecard, a small image of the attachment appears in the bottom right corner of the Telecard. Complete and send the Telecard as usual.

See "Prepare and send a Telecard" on page 39.

Connect to a telephone line

To send and receive Telecards, send faxes, and make telephone calls using your Magic Link communicator, you must connect to a telephone line. Each time you connect your Magic Link communicator to a telephone line, a message appears asking you to confirm where you are calling from. Your Magic Link communicator needs to know where you are so it can dial out correctly.

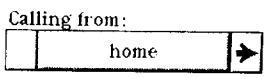
See "Set up a calling location" on page 20 in Getting Started.

1 **Connect to a telephone line.**

The Phone line connected window appears.

If your Magic Link communicator is already connected to a telephone line, hold down the OPTION key, and touch the Telephone to open the Phone line connected window.

2 **Touch one of the arrows until you see your calling location.**



If your calling location does not appear in this list, you must add it. Touch *set up* to add the information for a new location.

See "Set up a calling location" on page 20 in Getting Started.

3 **Touch *mail* to connect to the communication service and send and receive your mail.**

NOTES:

- If a telephone call comes in while the telephone line is connected to your Magic Link communicator, your Magic Link communicator rings and displays a message telling you that you have an telephone call. To answer the call, touch *answer*. You can use your Magic Link communicator as a speakerphone or with an optional audio headphones.
- If you want to use a standard telephone to answer calls, rather than your Magic Link communicator, you can attach a T-connector to your telephone outlet so that both your Magic Link communicator and your telephone are connected at the same time.

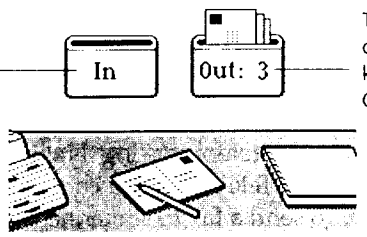
See "Connect audio headphones" on page 34 in Applications Guide.

Ways to send and receive Telecards

There are many different places from which you can send and collect your mail.

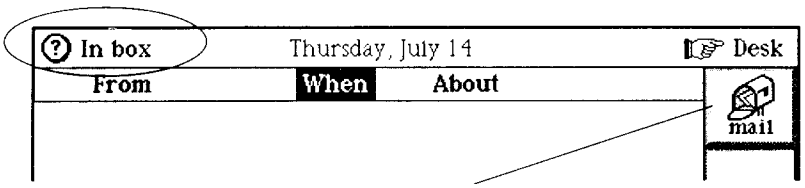
From the Desk

To receive mail, hold down the OPTION key, and touch the In box.



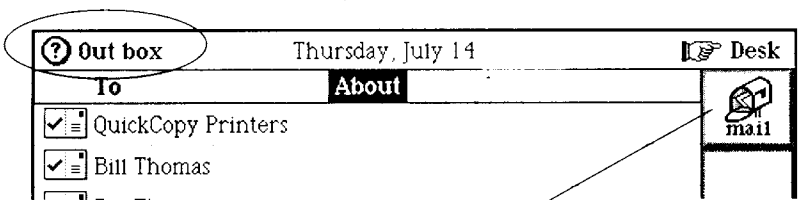
To send mail, hold down the OPTION key, and touch the Out box.

From the In box



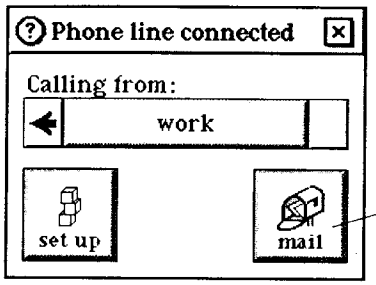
Touch to send and receive mail. Hold down the OPTION key, and touch to receive mail only.

From the Out box



Touch to send and receive mail. Hold down the OPTION key, and touch to send mail only.

From the Phone line connected window



Confirm that your calling location is correct, and then touch to send and receive mail.

Send a fax

You can fax pages from the Telephone log, Name card file, Notebook, and File cabinet as well as Telecards. You can also fax virtually any screen you can view. To send a fax to someone, a fax number must be listed on that person's name card.

NOTE: The faxed page or screen might be received on a piece of paper, so animations, sounds, and similar features will not move or be audible to the recipient.

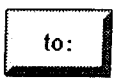
1 **With the card or page you want to fax on your screen, touch the Magic lamp.**

The Commands window appears.

2 **Touch *fax*.**

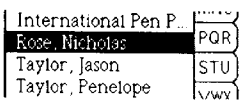
The Fax window appears.

3 **Touch *to*.**



The Choose a name window appears.

4 **Touch a name in the list.**



The fax number on that person's name card appears on the right hand side of the window. If a fax number does not appear, you must add it to this person's name card.

See "Changing information on your name card" on page 77.

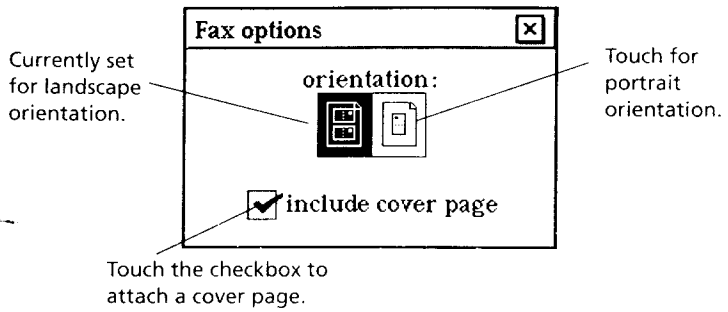
If the person you want to fax to does not appear on the list, add a name card for this person.

See "Create a name card for a person" on page 72.

5 Touch *accept*.

The Fax options window appears.

6 Touch *options* to set the orientation or include a cover page; then touch *x* to close the Fax options window.



7 Touch *send fax*.

NOTES:

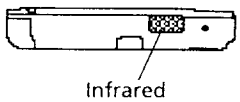
- Your Magic Link communicator cannot receive faxes. You can only send faxes using your Magic Link communicator.
- You can send a fax to several recipients at different fax numbers.

See "Address a Telecard to several people" on page 42.

Beam a Telecard or Notebook page

Your Magic Link communicator can send any card or page on your screen to another Magic Cap communicator by using an invisible infrared beam much like that used by a remote control. For example, you can jot down a quick note in your Notebook and then beam it to someone near you who has a Magic Cap communicator.

1 **Point the infrared sensor of one communicator directly at the infrared sensor of another communicator less than five feet (1.5 m) away.**



The two communicator sensors should be closer if in direct sunlight or bright lights.Be sure that there is nothing obstructing the path between the two sensors.

2 **With the card or page that you want to send on your screen, touch the Magic lamp.**

The Commands window appears.

3 Touch *beam*.

Your Magic Link communicator searches for another Magic Cap communicator within beaming range, reads the name of the owner of that communicator, and places that person's name on the *to* line.

If more than one communicator is in range, touch *to*, touch the name of the person to send to, and touch *accept*.

4 Touch *send*.

Using stationery

Your Magic Link communicator offers many types of stationery and makes it easy to create your own. Stationery is kept in the left drawer of the Desk. A blank postcard is always on top of the Desk for your convenience.

Select stationery

If you would rather not use the plain postcard stationery, you can select a different type from the Stationery drawer.

1 **Touch the Stationery drawer at the left side of the Desk.**

The Stationery window appears.

2 **Touch the type of stationery you want to use.**

plain letter

A blank piece of the stationery you select appears on the screen. Then the Address to window appears, and you can address this Telecard.

See "Prepare and send a Telecard" on page 39.

To try a different type of stationery, touch *discard,* then touch *throw away,* and return to step 1.

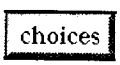
Change the default text style or stationery

The default stationery is the type on the Desk. If you would like to make one of the other types of stationery the default, follow these steps.

1 **Touch the Stationery drawer.**

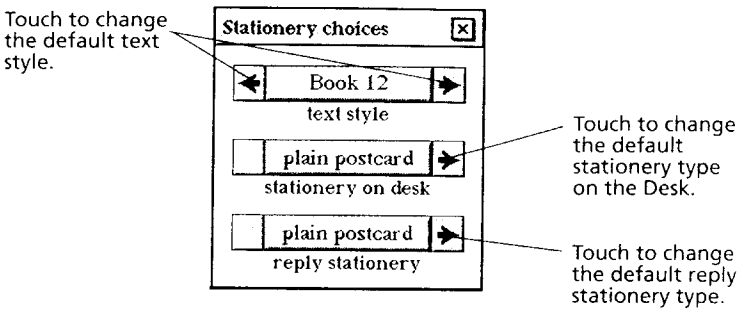
The Stationery window appears.

2 **Touch *choices*.**



The Stationery choices window appears.

3 **Change the defaults as shown below.**


Touch to change the default text style.
Stationery choices
Book 12
text style
plain postcard
stationery on desk
plain postcard
reply stationery
Touch to change the default stationery type on the Desk.
Touch to change the default reply stationery type.

4 **Touch *x* to close the window.** ☒

Your selections take effect immediately. If you change the type of stationery on the Desk, it appears on the Desk as soon as you close the Stationery choices window.

Create new stationery

You can make new stationery by customizing any of the existing types in the Stationery drawer.

1 **Touch the Stationery drawer.**

The Stationery window appears.

2 **Touch the type of stationery that you want to use as a model for your new stationery.**

The Address to window appears.

3 **Touch *x* to close the Address to window.** ☒

You do not need to address this Telecard to anyone.

4 **Customize your new stationery using typed text, writing, lines, shapes, or stamps.**

See "Typing" on page 20.
See "Writing and drawing" on page 26.
See "Using stamps" on page 31.

5 **Touch the pointing hand to return to the Desk.** ☞ Desk

A small image of the stationery appears on the Desk.

6 **Hold down the OPTION key, and drag the new stationery over the Stationery drawer, and then let go.**

The new stationery drops into the drawer. It is now available for you to use.

To throw away stationery from the drawer, use the *move* tool.

See "Move, copy, and stretch drawings" on page 29.

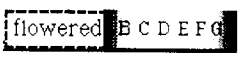
TIP: You can make new stationery from Telecards that other people send to you. First touch the text of the message. A message appears asking you to confirm that you want to change the message. Touch *yes*. To remove the address, hold down the OPTION key, press down on a name in the address portion of the Telecard, and drag it into the Trash truck. Then, delete any parts of the message that you do not want to be part of your new stationery. Follow steps 5 and 6 above.

Rename a type of stationery

When you create a new type of stationery, it is labelled "new." To change the name to something more meaningful, follow these steps.

1 **Hold down the OPTION key, and touch the Keyboard to open the Labelmaker.**

2 **Type a new label for the stationery.**



3 **Press down on the label and slide it into the Tote bag.**

The picture of the Tote bag expands to show that the label is in it.

4 **Touch the Stationery drawer.**

The stationery drawer appears.

5 **Press down on the Tote bag, drag the label out over the current label of the stationery you want to rename, and let go.**

When the label is positioned over the stationery, a light colored border appears around the stationery. The new label appears beneath the stationery.

Preparing Telecards to send

By default, there is a rule that tells your Magic Link communicator to send a Telecard as soon as you put one in the Out box. If your Magic Link communicator is connected to a telephone line, it sends the Telecard. If it is not connected to a telephone line, a message appears informing you that a telephone line is not connected, and the Telecard stays in the Out box. While a Telecard is still in the Out box, you can look at it and change it if you want to.

See "Using Out box rules" on page 59.

Look at Telecards in your Out box

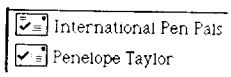
Use the following steps to look at Telecards that are waiting to be sent in the Out box.

1 **On the Desk, touch the Out box.**

The number on the Out box indicates how many Telecards are waiting to be sent.

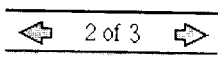
When you touch the Out box, a list of Telecards appears. In the list, the image next to the addressee shows whether the Telecard is a postcard or letter. The subject of the Telecard also appears.

2 **Touch a Telecard to look at it.**

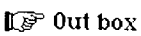


The Telecard appears. You can make changes to a Telecard in the same way you add text, drawings, and stamps when you first create one.

3 **Touch one of the arrows at the top of the screen to look forward or backward through the list of Telecards in your Out box.**



4 **Touch the pointing hand to return to the list of Telecards in the Out box.**



5 **Touch *mail* to send Telecards that are in the Out box.**

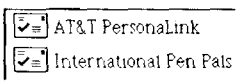
If someone has sent you a Telecard, your Magic Link communicator puts it in your In box and then sends the Telecards that are waiting in the Out box.

Remove a Telecard from the Out box

1 **Touch the Out box.**

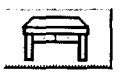
A list of the Telecards in the Out box appears.

2 **Press down on the small image of the Telecard you want to remove, and drag it into the Tote bag.**



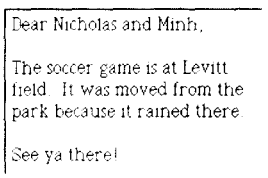
NOTE: Be sure to press down on the image, not the text.

3 **Touch the Desk.**



4 **Press down on the Tote bag, and drag the Telecard out onto the Desk.**

5 **To change the Telecard before sending it, touch the Telecard.**



The Telecard opens, and you can make changes. When you finish making changes you can send the Telecard in the usual way.

See "Prepare and send a Telecard" on page 39.

6 **To throw the Telecard away, press down on the image of the Telecard on the Desk, and drag it into the Trash truck.**

Track the status of a Telecard

When you stamp a Telecard with a delivery report stamp you can track the status of a Telecard you have sent.

See "Track the delivery status of a Telecard" on page 47.

1 **In the Out box scene, touch *track*.**

The Delivery log appears showing the status of Telecards you have sent.

2 **Touch an item to see more status information about it.**

To	Sent
2 recipients	
Phillip Taylor	

The delivery report is updated each time you connect to AT&T PersonaLink Services.

Touch *next* or *prev* to see additional reports.

Touch *discard* to discard the entire delivery report.

Using Out box rules

The following is a list of rules available in the Out box. When you first receive your Magic Link communicator, the changeable text is as it appears in these messages. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

1. **Send everything in the out box as soon as it contains at least 1 item(s).**

This rule instructs your Magic Link communicator to send everything in the Out box as soon as it contains at least the specified number of items. You can change the setting from 1 to 16. If you switch this rule off, no Telecards are sent until you connect to the communication service. This rule is switched on by default.

2. **Send everything in the Out box as soon as it contains an urgent message.**

This rule instructs your Magic Link communicator to send everything in the Out box as soon as it contains a Telecard that you have stamped with an urgent stamp. This rule is switched on by default.

3. **When a confidential message is sent, file it in the Personal folder.**

This rule instructs your Magic Link communicator to file a Telecard that you have stamped with an urgent, confidential, or low priority stamp into one of the following containers:

- Personal, Work, or Other folder in the Sent mail drawer of the File cabinet
- a particular folder of the File cabinet that you had previously specified when you set up the sorting criteria for the folder
- the Trash truck or the Tote bag

This rule is switched off by default.

4. **When a message containing the text "magic" is sent, file it in the Work folder.**

Use this rule when you want to file a Telecard with a subject that contains a certain key word. The filing options are the same as for rule 3. This rule is switched off by default.

5. When any other message is sent, file it in the File cabinet.

This rule instructs your Magic Link communicator to file Telecards that do not meet the criteria of the two previous rules (if those rules are switched on) into the container specified. The filing options are the same as for rule 3. This rule is switched off by default.

Receiving Telecards

When you send a Telecard, your Magic Link communicator retrieves any Telecards that have been sent to you. You can connect to the communication service to get your Telecards at any time by holding down the OPTION key and touching the In box or by touching *mail* in the In box.

See "Ways to send and receive Telecards" on page 49.

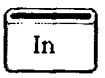
Receive new Telecards

1 **Connect to a telephone line and set your calling location.**

See "Connect to a telephone line" on page 48.

2 **On the Desk, touch the In box.**

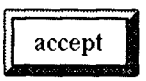
The In box scene appears.



3 **Touch *mail*.**

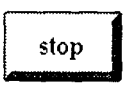
The Mail window appears. If you have signed up for more than one communication service, the Collect from window appears.

4 **Select one or more communication services you want to collect mail from, and then touch *accept*.**



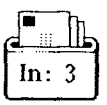
Your Magic Link communicator dials a separate telephone number to access each service. The Communicating window appears, in which you can monitor the mail collection process.

If you want to disconnect before collecting your Telecards, touch *stop*.



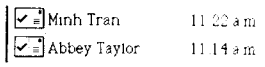
5 **On the Desk, touch the In box.**

A list of the Telecards in the In box appears.



Touch the arrow to see any part of the Telecard list that does not fit on the screen.

6 **Touch one of the lines that lists a Telecard.**



The Telecard appears.

7 **If the Telecard is in an envelope, touch *show* at the right side of the screen to see the envelope.**

Touch *show* again to see the Telecard.

If there is an enclosure, touch it to look at it.

Touch one of the arrows at the top of the screen to look forward or backward through the list of Telecards in your In box.

NOTE: Your Magic Link communicator has a limited amount of space in which to store information. You can free up space by throwing away things you do not need, such as old Telecards. When you have read a Telecard, throw it away to free up space in your Magic Link communicator.

See "Preventing low storage situations" on page 168.

Format Internet messages

When you receive a message from the Internet, it may contain unnecessary line breaks. To remove the line breaks so an Internet message displays correctly on your Magic Link communicator, you must unwrap the text. You can unwrap the text of individual Internet messages, or you can set an In box rule that automatically unwraps every Internet message you receive. To unwrap the text of an internet message, follow the procedure below.

See "Using In box rules" on page 67.

1 **With an Internet message on your screen, touch the Magic lamp.**

The Commands window appears.

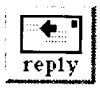
2 **Touch *format text*.**

The lines of text in the message are reformatted. Lists and tables are not reformatted.

Reply to a Telecard

You may want to respond directly to some of the Telecards you receive. Telecards contain a *reply* button to make responding easier.

1 With the Telecard on your screen, touch *reply* at the right side of the screen.



A blank piece of the default reply stationery appears. It is preaddressed and includes a *reply* stamp.

See "Change the default text style or stationery" on page 53.

NOTE: Your response is sent to the originator of the Telecard only. To send your reply to everyone on the *to:* list and send a carbon copy to everyone on the *cc:* list, hold down the OPTION key when you touch the *reply* button.

2 Write or type your reply.

To return to the original Telecard, touch the *reply* stamp.

3 Touch *send* at the right side of the screen to send your reply.

NOTE: You can always respond to the sender of a Telecard since a copy of the sender's name card is attached to every Telecard you receive.

Forward a Telecard to someone

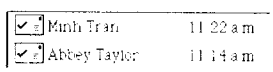
You can forward a copy of a Telecard you received to someone else with an attached message from you. To automatically forward Telecards, you can set a rule in the AT&T building.

See "Using AT&T building rules" on page 106.

1 On the Desk, touch the In box.

A list of the Telecards in the In box appears.

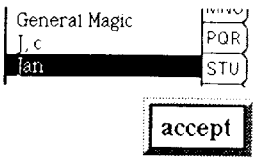
2 Touch the Telecard you want to forward.



3 Touch *forward*.

The Address to window appears.

4 **Touch the name of the person to whom you want to forward this Telecard, and then touch *accept*.**



A page of the default stationery appears on which you can write or type a message. The Telecard to be forwarded appears as a small image in the lower right corner.

5 **Touch *send* when you are ready to send your Telecard.**

Discard a Telecard

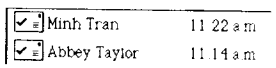
When you have read a Telecard, discard it to free up space in your Magic Link communicator.

See "Preventing low storage situations" on page 168.

1 **Touch the In box.**

A list of the Telecards in the In box appears.

2 **Touch the Telecard you want to discard.**

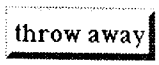


3 **Touch *discard*.**

A message appears asking you to confirm that you want to throw away the Telecard.

TIP: To discard something without confirming, hold down the OPTION key, and touch *discard*.

4 **Touch *throw away*.**



TIP: You can also press down on the image of a Telecard in the In box and drag it into the Trash truck without looking at it.

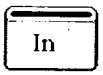
Get a mailbox report of Telecards

A mailbox report is a way for you to see if you have any Telecards waiting to be collected.

1 **Connect to a telephone line, and set your calling location.**

See "Set up a calling location" on page 20 in Getting Started.

2 **Touch the In box.**



3 **Touch *report*.**

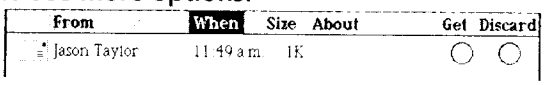
The Mailbox report scene appears.

TIP: The Mailbox report scene is also available by touching the mail sack on the desk in the AT&T building.

4 **Touch *update* to request an updated mailbox report.**

Your Magic Link communicator sends your request and updates the mailbox report. This report lets you know if you have Telecards waiting to be collected.

5 **Touch *Get* or *Discard* next to a Telecard, or touch the image of the Telecard to see more options.**

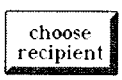


6 **Touch the arrows on the choice box to display more choices.**

You can choose to leave the message in the mailbox, collect the message, discard the message without looking at it, or forward the message to someone else.

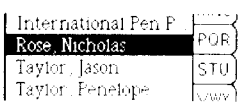
If you touch *leave*, *collect*, or *discard*, skip to step 10.

7 **If you choose to forward the message, touch *choose recipient*.**

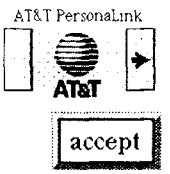


The Address to window appears in which you can select the recipient and the method of delivery.

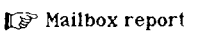
8 **Touch a name in the list.**



9 **Touch one of the arrows to select a method of delivery, and then touch *accept*.**



10 **Touch the pointing hand to return to the Mailbox report window.**



11 **Touch *update* to request an updated mailbox report.**

Your Magic Link communicator sends your request and carries out the instructions you indicated on the Mailbox report.

NOTE: Your Magic Link communicator sometimes creates a mailbox report automatically if you are running low on storage. In such cases, your Magic Link communicator collects as many Telecards as it can, creates an updated mailbox report for the Telecards that remain in your mailbox, and puts a notification of the mailbox report in your In box.

Using In box rules

The following is a list of rules available in the In box. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

NOTE: The first two rules listed here appear only after you sign up for AT&T PersonaLink Services.

1. **Collect mail from AT&T PersonaLink and send any outgoing messages every day around 3 a.m.**

This rule instructs your Magic Link communicator to automatically collect mail from the communication service specified at approximately the time you have indicated each day (not necessarily the exact time). Any mail in your Out box is sent at the same time. Your Magic Link communicator must be connected to a telephone line at the time specified so it can collect your mail. If you want to collect your mail more than once per day, you can make copies of this rule and indicate a different time for each copy. This rule is switched off by default.

2. **Collect mail from AT&T PersonaLink and send any outgoing messages every hour between 9 a.m. and 6 p.m.**

This rule instructs your Magic Link communicator to automatically collect mail from the communication service specified at regular intervals during the day. Your Magic Link communicator must be connected to a telephone line at the times specified so it can collect your mail. If you want to collect your mail from more than one communication service, you can make copies of this rule and indicate a different service for each copy. This rule is switched off by default.

3. **Keep a copy in the AT&T PersonaLink Services mailbox of the last few messages collected.**

This rule keeps copies of the last few messages you collected in your AT&T PersonaLink Services mailbox. This rule is switched off by default.

4. **When a message arrives by way of the Internet, format it to improve its readability.**

This rule causes your Magic Link communicator to adjust the auto-wrapping to reformat Internet messages so that they are more readable. This rule is switched on by default.

5. **When a message from General Magic arrives, play the Shlurp sound.**

This rule causes your Magic Link communicator to play the sound indicated whenever a Telecard from the person specified arrives. This rule is switched off by default.

6. **When any message arrives, play the Magic sound.**

This rule causes your Magic Link communicator to play the sound indicated whenever any Telecard arrives. This rule is switched on by default.

7. **When a confidential message arrives, file it in the Personal folder.**

Use this rule to file a Telecard that is stamped with an urgent, confidential, or low priority stamp into one of the following containers:

- Personal, Work, or Other folder in the Received mail drawer of the File cabinet
- a particular folder of the File cabinet that you had previously specified when you set up the sorting criteria for the folder
- the Trash truck or the Tote bag.

This rule is switched off by default.

8. **When a message from General Magic arrives, file it in the Work folder.**

Use this rule to file Telecards from the person indicated into the container you specify. This rule is switched off by default.

9. **When a message with the offer stamp arrives, file it in the Trash.**

Use this rule to file a Telecard with a particular stamp into the container you specify. This rule is switched off by default.

10. **When a message marked urgent arrives, post an announcement saying "An urgent message arrived!"**

This rule instructs your Magic Link communicator to post the announcement you specify whenever a Telecard with the specified priority stamp (urgent, confidential, or low) arrives. This rule is switched off by default.

11. When a message containing the text "necktie" arrives, file it in the Work folder.

Use this rule when you want to file a Telecard whose subject contains a certain key word. The filing options are the same as for rule 7. This rule is switched off by default.

Name card file

The Name card file is where your Magic Link communicator keeps all the names, addresses, and telephone numbers of the people, companies, groups, and services that you contact. Your Magic Link communicator uses the information on name cards to address Telecards and to dial telephone numbers.

Every time you receive a Telecard, the name card is automatically added to your Name card file.

This chapter describes how to use the Name card file to keep track of your contacts, how to enter new name cards, and how to change information that is already there.

Using the Name card file

There are two types of name cards in your Name card file. One type is an index card that lists all the names for the two letters that appear on the card's tab. Select a name from the index card to look at the name card, or touch another tab to look at the list of names for another letter pair.

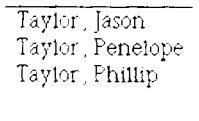
The other type of name card shows the information for a particular person, company, group, or service. The name, addresses, electronic mail addresses, and telephone numbers are listed on the name card.

Look at a name card

1 On the Desk, touch the Name card file.

2 Touch a tab to see the index card for the letter pair shown.

3 Touch a name on the index card to look at the name card for that person, company, group, or service.



Touch one of the arrows to look forward or backward through the name cards and index cards in your Name card file.

TIP: Hold down the OPTION key, and touch a tab to see the first name card of the second letter of the lettered pair. For example, hold down the OPTION key, and touch the ST tab to see the first name card on which the last name begins with a T.

Adding a name card

There are two ways to add a name card to your Name card file. You can add the information for a new name card, or you can request a name card from the AT&T PersonaLink Services directory for a subscriber of that service.

Add a new card for anyone to whom you intend to send a Telecard or a fax, or anyone you intend to telephone. The new name card can include addresses, telephone numbers, and electronic mail addresses.

When you receive a Telecard from an AT&T PersonaLink Services subscriber, the sender's name card contains only an AT&T PersonaLink Services stamp. You can request a complete name card from the AT&T PersonaLink Services directory.

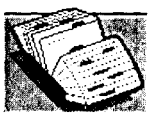
TIP: If you do not want name cards to be automatically added to your Name card file, you can switch off the rule that covers this option.

See "Using Name card file rules" on page 84.

Create a name card for a person

1 **On the Desk, touch the Name card file.**

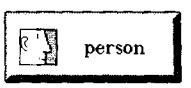
The Name cards window appears.



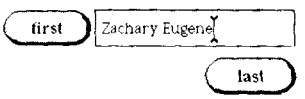
2 **Touch *new*.**

The Make a new card window appears.

3 **Touch *person*.**

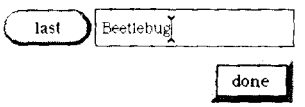


4 **Type the person's first name (and, optionally, middle name) on the Keyboard, and touch *last*.**



5 **Type the person's last name on the Keyboard, and touch *done*.**

You can now add information to the new name card.



See "Add information to a name card" on page 77.
See "Remove something from a name card" on page 78.

Create a group name card

By setting up a group name card, you can send faxes or Telecards to all members of that group in a single step, rather than selecting each name individually.

Group name cards also make it easier to find individuals' name cards if you have a lot of cards in your Name card file.

Your Name card file comes with three groups already defined for you: Co-workers, Family, and Friends. You can add someone to one of these groups, or you can create a new group name card. A group name card lists the group's name, the group's stamp, and all the members who belong to the group. Before you create a group, you must create a name card for each person you intend to include in that group.

1 **On the Desk, touch the Name card file.**

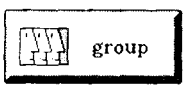
The Name cards window appears.

2 **Touch *new*.**

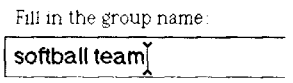
The Make a new card window appears.

3 **Touch *group* to create a new card.**

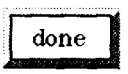
The Group name window appears.



4 **Type the group's name.**



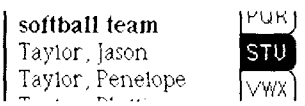
5 **Touch *done*.**



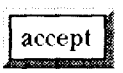
6 **Touch *add* to add someone to the group.**

The Choose a name window appears.

7 **Touch the index tab that contains the first letter of the name you want to add.**



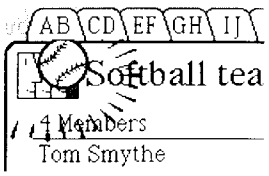
8 **Touch a name in the list, and touch *accept*.**



TIP: To add more than one person to a group at once, hold down the OPTION key, and touch *accept*. This leaves the Choose a name window open so you can continue selecting names.

9 Touch the Stamper.

10 Press down on a stamp and drag it so that it covers the group stamp to the left of the group name, and then let go.



To remove someone from a group, touch the name you want to remove, and then touch *remove*.

TIP: You can add a name card to a group by adding that group's stamp to the name card. Using the example above, you can add the softball team stamp to a person's name card to make that person part of the softball team group.

Request a name card using AT&T PersonaLink Services

You can add a new name card with just the person's name and then request a current name card for that person from the AT&T PersonaLink Services. You can also request an updated name card if you suspect that information has been changed—for example, if a company has moved.

1 Touch *new* in the Name card file to create a new name card.

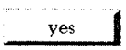
2 Enter the information requested for the new card.

See "Create a name card for a person" on page 72.

3 Touch *get info*.

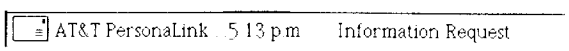
A message appears asking if you want to send a Telecard to request the name card.

4 Touch *yes*.

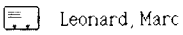


The directory request goes into your Out box and is sent out right away, if your Magic Link communicator is connected to a telephone line. AT&T PersonaLink Services sends you a Telecard with the name cards attached, if any are found in the public directory.

5 Touch the new "Information Request" Telecard in your In box.



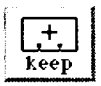
6 **Touch the name card that appears in the Telecard.**



7 **Touch *keep* to keep the new name card in your Name card file.**

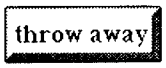
If you do not want to keep the name card, touch *discard.*

A confirmation message appears.



8 **Touch *throw away.***

The Telecard drops into the Trash truck.



TIP: You can also request a name card in the AT&T building Downtown.

See "Request a name card from the AT&T PersonaLink Services directory" on page 100.

Select which name cards to keep

There are two rules that determine what happens to name cards attached to Telecards you receive. One rule determines whether or not your Magic Link communicator automatically adds the sender's name card to your Name card file. The other rule determines whether or not your Magic Link communicator adds the name cards of the other recipients to your Name card file.

By default, the sender's name card is automatically added to your Name card file; name cards of other recipients of the Telecard are not added automatically. You can turn these rules on or off, depending on your own requirements. If you turn these rules off, you can selectively add name cards to your Name card file when you receive Telecards by following these steps.

See "Using Name card file rules" on page 84.

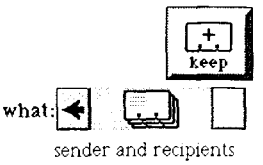
1 **With the Telecard on your screen, touch the Magic lamp.**

The Commands window appears.

2 **Touch *extract name cards.***

The Extract name cards window appears with *sender* selected in the choice box.

3 Touch *keep* to keep only the sender's name card.



To keep all of the name cards of the sender and the other recipients, touch the arrow to select *sender and recipients*, and then touch *keep*.

TIP: You can select a name from the address label of a Telecard, create a name card for that name, and then drop it onto the Name card file. With the Telecard on your screen, hold down the OPTION key, and drag one of the names listed in the address into the Tote bag. On the Desk, drag the name card out of the Tote bag and onto the Name card file.

Changing information on your name card

Addresses and telephone numbers on name cards are optional. You can add as many addresses and telephone numbers as you want to name cards, including your own. When you add information to your own name card, you can specify whether each piece of information is to be public or private. If you specify that a piece of information is to be public, it is included in the AT&T PersonaLink Services public directory. If you set it up to be private, the information is not included in the AT&T PersonaLink Services public directory.

Add information to a name card

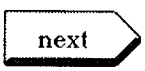
1 **With a name card on your screen, touch the Stamper.**

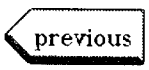
The Stamps window appears.

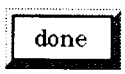
2 **Touch one of the stamps.**

The stamp you touch hops onto the name card, and a window appears in which you enter the associated information.

3 **Type the information requested, and touch *next*, *previous*, or *done* to go to the next window, the previous window, or to save the completed information.**

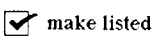


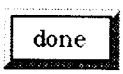




If you are adding information to your own name card, an additional window appears for each stamp you add and asks if you want to make the information listed.

4 **If you do not want the information to be listed in the AT&T PersonaLink Services public directory, touch the checkbox next to *make listed* to uncheck it, and then touch *done*.**





NOTE: If you explicitly mail your name card to someone, or if you beam information to another Magic Link communicator, the recipient can see all of the information on your name card.

Change information on a name card

1 **With a name card on your screen, touch *change*.**

Borders appear around the items you can change.

2 **Touch the item you want to change.**

NOTE: If you want to add an extension to a telephone number, remember that only work phone numbers can have extensions.

3 **Follow the instructions that appear on the screen to make your changes.**

4 **Touch *change* again to turn off the change mode.**

Remove something from a name card

1 **With a name card on your screen, touch *change*.**

2 **Press down on any item with a border around it, drag it into the Trash truck, and let go.**

The item hops into the Trash truck.

Discard a whole name card

It is a good idea to discard name cards you no longer need in order to free up space on your Magic Link communicator. If you do not want to discard them permanently, you can store name cards on an optional memory card or on your personal computer using an optional computer link product.

See "Preventing low storage situations" on page 168.

1 **With a name card on your screen, touch *discard*.**

A message appears asking you to confirm that you want to discard the name card.

2 **Touch *throw away*.**

The name card hops into the Trash truck.

Sending a copy of a name card

You can send your own name card or a name card in your Name card file to someone else, so the recipient can add it to his or her Name card file. You can send the name card in a Telecard, or you can fax or beam it.

Send a name card

1 **With the name card that you want to send on your screen, touch the Magic lamp.**

The Commands window appears.

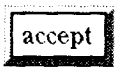
2 **Touch *mail*.**

The Mail window appears with a small image of the name card.

3 **Touch *send*.**

The Address to window appears.

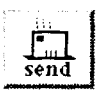
4 **Touch a name in the list to address the Telecard, and then touch *accept*.**



A blank Telecard appears with a small image of the attached name card in the lower right corner.

5 **Write or type a message to go with the attachment.**

6 **Touch *send* to send the Telecard with the attached name card.**



Send all of your name cards

You can send all of your name cards to another AT&T PersonaLink Services subscriber. It is a two-part process. First you file the cards into a package, and then you send the package attached to a Telecard.

1 **With an index card from the Name card file on the screen, touch the Magic lamp.**

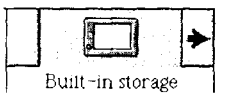
The Commands window appears.

NOTE: This procedure does not work if you have a name card on the screen; it must be an index card.

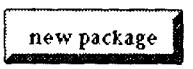
2 **Touch *file*.**

The File window appears.

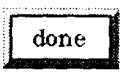
3 **If Built-in storage or the name of a memory card does not appear, touch the arrows to select one of those two destination.**



4 **Touch *new package*.**



5 **Type the name of the package, and touch *done*.**

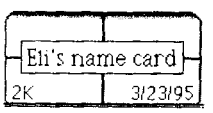


6 **Touch *file a copy*.**

The scene returns to the index card from which you started this procedure.

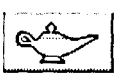
7 **Go to the Storeroom.**

8 **Touch the package you created.**



A window appears listing the contents of the package – your name cards.

9 **Touch the Magic lamp.**



The Commands window appears.

10 **Touch *mail*.**

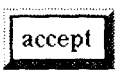
The Mail window appears with a small image of the package.

11 **Touch *send*.**

The Address to window appears.

12 **Touch a name in the list to address the Telecard, and touch *accept*.**

A Telecard addressed to the recipient with a message about the enclosed package appears along with the keyboard. You can add to or change the message.



13 **Touch *send* to send the Telecard with the attached package of name cards.**

The Telecard hops into your Out box and is sent right away if your Magic Link communicator is connected to a telephone line.

Fax a copy of a name card

1 **With the name card that you want to fax on your screen, touch the Magic lamp.**

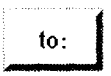
The Commands window appears.

2 **Touch *fax*.**

The Fax window appears.

3 **Touch *to*.**

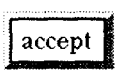
The Choose a name window appears.



4 **Touch a name in the list, and then touch *accept*.**

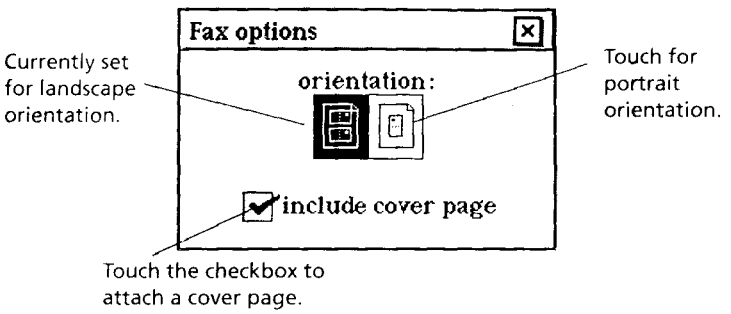
The fax number appears above *new*.

If a fax number does not appear, you must add a fax number to this person's name card.



See "Add information to a name card" on page 77.

5 **Touch *options* to set the orientation and include a cover page, then touch *x* to close the Fax options window.**



6 **Touch *send fax*.**

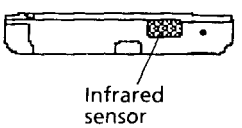
The fax is sent right away.

Send a name card by infrared beam

Assume that you are in a meeting and you want to exchange business cards with someone. If you both have Magic Cap communicators, you can beam your name cards to each other. You can send a copy of a name card, all of your name cards, or a picture of your screen by using the data beaming feature.

See "Beam a Telecard or Notebook page" on page 52.

1 **Point the infrared sensor of one communicator directly at the infrared sensor of the other, less than five feet (1.5 m) apart.**



The two communicator sensors should be closer if in direct sunlight or bright lights. Be sure that there is nothing obstructing the path between the two sensors.

2 **With the name card that you want to send on the screen, touch the Magic lamp.**

The Commands window appears.

3 **Touch *beam*.**

Your Magic Link communicator searches for another Magic Cap communicator within beaming range. When it finds one, the owner's name appears on the *to:* line.

If more than one communicator is in range, touch *to:*, touch a name, and then touch *accept*.

4 **Touch *send*.**

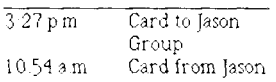
Look at a communication log

Associated with each name card in your Name card file is a communication log. The logs store information about messages you send and receive and telephone calls you make using the information in the Name card file.

1 **With a name card on your screen, touch *log*.**

The log for that name card appears.

2 **Touch an item listed in the log to see the associated Telecard or record of the telephone call.**



3:27 p m	Card to Jason Group
10:54 a m	Card from Jason

If you touch a Telecard and it is either filed somewhere or still in the In box or Out box, the Telecard appears on the screen.

If the item is a telephone call, the Phone log for the call appears.

If this name card belongs to a group, the name of the group appears as an entry in the log.

3 **Touch *x* to close the log window.**

Using Name card file rules

The following is a list of rules available in the Name card file. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

1. **Automatically collect the sender's name card from each incoming message.**

This rule instructs your Magic Link communicator to automatically collect the name card of the sender only of the Telecards that you receive. With this rule switched on you do not receive name cards for other recipients of the Telecard. This rule is switched on by default.

2. **Automatically collect the name cards of all the recipients of incoming messages.**

This rule instructs your Magic Link communicator to collect name cards automatically for all of the recipients of the Telecards that you receive. This rule is switched off by default.

Telephone

When your Magic Link communicator is connected to an analog telephone line, you can use it as a speakerphone. For additional privacy, you can attach an audio headphone.

The features on the Telephone of your Magic Link communicator allow you to dial a telephone number simply by touching a name on a list, by touching a speed-dial button or by dialing manually using the Telephone's keypad. You can place a call from any scene in your Magic Link communicator. Your Magic Link communicator automatically dials the area code and any dial-out prefixes necessary, handles billing, keeps a log of your telephone calls, displays a timer to let you know how long you have been on the Telephone, and even has a place for you to take notes.

> **NOTE:** Your Magic Link communicator is not intended for use with business PBXs. You must use an analog telephone line to connect to your Magic Link communicator.

Using the Telephone

Call from a pre-set location

Before using the Telephone features of your Magic Link communicator, be sure to connect it to a telephone line, and set up your calling location.

Your Magic Link communicator needs to know where you are calling from in order to dial numbers correctly – your local area code, a special digit to get an outside line before dialing a telephone number, and so on. If you have not yet set up a calling location, follow the instructions for doing so in *Getting Started*.

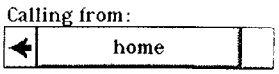
See "Set up a calling location" on page 20 in Getting Started.

1 Connect your Magic Link communicator to a telephone line.

The Phone line connected window appears.

> **NOTE:** If you are already connected to a phone line, hold down the OPTION key, and touch the Telephone to open the Phone line connected window.

2 **Select the location from which you are calling.**



If your calling location does not appear, you must set it up as a new calling location.

See "Set up an airplane as a calling location" on page 90.

3 **Touch *x* to close the window.**

NOTES:

- If you change your calling location, be sure that the billing choice box in the Phone setup window is set correctly for your current location.
- If a telephone call comes in while your Magic Link communicator is connected to a telephone line, your Magic Link communicator rings and displays a message telling you that you have an incoming call.
- If you have call-waiting and your Magic Link communicator is connected to a communication service or another call, a new incoming telephone call terminates the connection.

Call someone from the names list

You can display a list of names from which to select so that you do not have to remember telephone numbers.

1 **On the Desk, touch the Telephone.**

The Telephone's keypad appears.

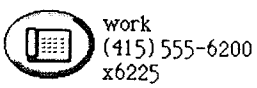
2 **Touch *names* at the right side of the screen.**

The list of names from your Name card file appears.

3 **Touch the name of the person or company you want to call.**

The name is highlighted, and the person's telephone numbers are displayed.

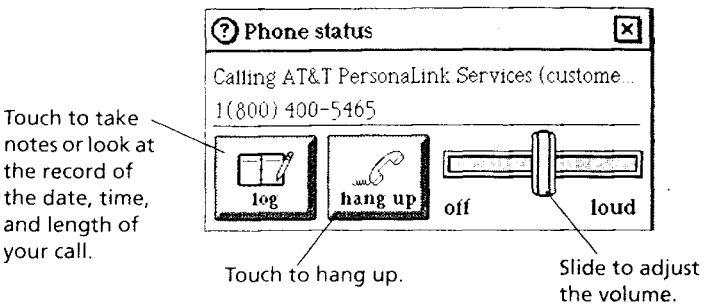
4 **Touch one of the telephone number images to dial the number.**



If an arrow appears, touch it to see more telephone numbers.

The Phone status window appears. At the top of the screen, a timer keeps track of the length of your call.

5 **To take notes or adjust the volume during the call:**


Phone status
Calling AT&T PersonaLink Services (custome...
1(800) 400-5465
log
hang up
off
loud
Touch to take notes or look at the record of the date, time, and length of your call.
Touch to hang up.
Slide to adjust the volume.

TIP: When you touch *x* to close the Phone status window, a small time indicator appears at the top of the screen to show that you are still on the line. To hang up the phone, touch the time indicator at the top of the screen to display the Phone status window, and then touch *hang up* to disconnect.

Dial a telephone number manually

Use the on-screen keypad to dial a telephone number manually.

1 **On the Desk, touch the Telephone.**

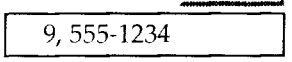
The Telephone's keypad appears.

2 **Touch the numbers you want to dial on the on-screen keypad.**

The numbers are displayed in the window.

If you make a mistake, touch *clear* to erase the number, and then enter a new number.

To add a pause when dialing a number from the Telephone keypad, type a comma where you want the pause to occur.



3 **When the number is correctly entered, touch *dial*.**

The Phone status window appears, and your Magic Link communicator dials the number. At the top of the screen, a timer keeps track of the length of your call.

Setting up your Magic Link communicator's Telephone

This section describes how you can set up several options in your Magic Link communicator so that using its Telephone is always fast and simple.

Set up speed-dial buttons

Store the numbers of people you call frequently in speed-dial buttons.

1 **From the Desk, touch the Telephone.**

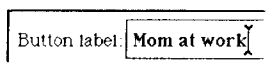
The Telephone's keypad appears. If a different telephone scene appears, touch *keypad* to display the Telephone keypad.

2 **Touch one of the blank speed-dial buttons.**

The Phone button window appears.

To change a speed-dial button that already has a number stored in it, hold down the OPTION key, and touch the button.

3 **Touch *Button label*, and then type a label for the speed-dial button.**



If you do not type a button label, the telephone number appears in the speed-dial button.

If you have a name card for this person, skip to step 6.

4 **If you do not have a name card for this person or company, touch *Dial a number*.**

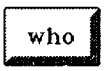
5 **Type the telephone number, and touch *x* to close the window.**

The number is now stored, and the speed dial button is set up. (If you perform steps 4 and 5, skip the rest of this procedure.)

You can use spaces or hyphens to separate the area code, prefix, and the rest of the number, or you can type in all of the digits consecutively (for example, 4085558231).

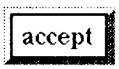
NOTE: Do not use commas to separate the parts of the number; a comma causes a pause in dialing.

6 **If you have a name card for this person or company, put the Keyboard away, and then touch *who*.**



The Choose a name window appears.

7 **Touch a name in the list, and then touch *accept*.**



If you touch the name of a person with more than one telephone number listed, a choice box appears at the right. Touch the arrow to display the number you want to store in the speed-dial button, and then touch *accept*.

The number is now stored, and the speed-dial button label shows the label you typed or the phone number.

To call a number stored in a speed-dial button, simply touch the button.

Set up extension dialing

You can set up your Magic Link communicator to dial an extension number only. For example, if you are at work, you can dial a co-worker's extension.

1 **From the Telephone, touch *setup* at the right side of the screen.**

The setup area of the Telephone appears.

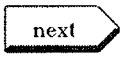
2 **Touch the Stamper.**

The Stamps window appears.

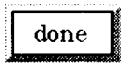
3 **Touch *work*.**

The Calling from window appears.

4 **Type a name for the calling location, and then touch *next*.**



5 **Type all the information requested, and then touch *done*.**



Once you have set up extension dialing for your office telephone, you can connect your Magic Link communicator to your office phone line, and select the office as the location from which you are calling. Then, simply select the name of the person you want to call.

Set up an airplane as a calling location

Follow these steps to create a telephone location stamp for placing calls from airplane telephones.

1 **From the Telephone, touch *setup*.**

The setup area of the Telephone appears.

2 **Touch the Stamper.**

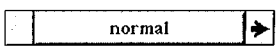
The Stamps window appears.

3 **Touch *airplane*.**

A new telephone calling location is added with an area code of (none).

4 **Touch the arrows next to *billing* to display choices for how to bill your phone calls from this location.**

If you don't see your choice of billing method, touch *billing* to set up a new billing method.



See "Add a new billing method" on page 96.

To place a call from an airplane, connect your Magic Link communicator to an airplane telephone, and select *airplane* as your calling location.

Set up another country as a calling location

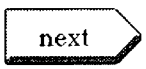
Your Magic Link communicator has many built-in features that make dialing from another country easy.

1. **From the Telephone, touch *setup*.**
   The setup area of the Telephone appears.

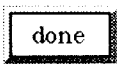
2. **Touch the Stamper.**
   The Stamps window appears.

3. **Touch a stamp to add a calling location.**
   The Calling from window appears.

4. **Touch *next* to accept the location name, or type in a different name and then touch *next*.**



5. **Enter all of the requested information, and then touch *done*.**



To place a call from another country, select that country as your calling location. Your Magic Link communicator determines what additional numbers to dial, if any, based on the telephone number you are calling, and dials the numbers correctly.

Set up manual dialing

In some situations – travel in some foreign countries, for example – your Magic Link communicator cannot dial automatically to access a communication service. In such cases, you must use the Telephone's manual dialing feature to send and receive messages and to send faxes. You can also use manual dialing in situations where you require control over the timing of the dialing, such as dialing out through a switchboard. Manual dialing is a telephone setup option found in the Stamper.

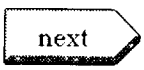
Turn off call-waiting

If you have call-waiting on your telephone line, you may want to disable it while your Magic Link communicator is using the telephone line so your call will not be disrupted.

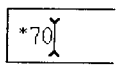
1. From the Telephone, touch *setup*.
   The setup area of the Telephone appears.

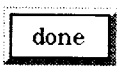
2. Touch the calling location for which you want to turn off call-waiting.

3. Touch *next* until you see the Outside line field.



4. Type *70 (or the code your telephone system accepts to disable call waiting), and then touch *done*.





Switch between tone and pulse dialing

Your telephone uses either tone or pulse dialing. You can change this setting in your Magic Link communicator's Phone setup window.

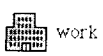
1. From the Telephone, touch *setup*.
   The setup area of the Telephone appears.

2. Touch *tone* or *pulse* to change the setting.

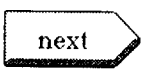
Dial 9 or another digit for an outside line

1. From the Telephone, touch *setup*.
   The setup area of the Telephone appears.

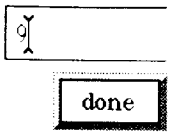
2. Touch the name of the calling location for which you want to add a dial-out code.



3. Touch *next* until you see the Outside line field.



4 **Type 9 or the digit your telephone system accepts to get an outside line, and then touch *done*.**



Dial 1 before some local calls

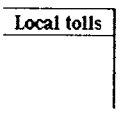
In some areas, you must dial 1 before dialing a local number that begins with a certain prefix. For example, if you are calling from the 415 area code, and you are dialing a local number with the 965 prefix, you must dial 1 first. When you tell your Magic Link communicator to dial 1 before a certain prefix, it does so for all local calls to numbers that begin with that prefix.

1 **From the Telephone, touch *setup*.**

The setup area of the Telephone appears.

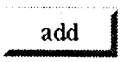
2 **Touch the *Local tolls* column of the location from which you are calling.**

The Local tolls window appears.



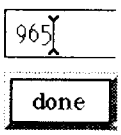
3 **Touch *add*.**

The Local toll prefix window appears.



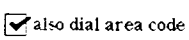
4 **Type the prefix, and then touch *done*.**

You can also change or remove prefixes from this list by touching the *change* or *remove* buttons.



5 **If you must also dial the area code for these local calls, touch *also dial area code* to switch it on.**

A checkmark appears in the checkbox when it is switched on.



6 **Touch *x* to close the window.**

Turn off dialing the carrier access code

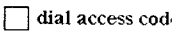
Some calling locations do not allow you to use your long-distance carrier's access code. This is the code you dial before you dial a long distance telephone number. The carrier access code (10288 for AT&T, for example) ensures that your own long-distance carrier is handling your call rather than the long-distance carrier associated with the telephone line you are using. If you get an error when trying to bill a call from your Magic Link communicator to your calling card or credit card, you might need to switch off dialing of the carrier access code.

1 **From the Telephone, touch *setup*.**

The setup area of the Telephone appears.

2 **Touch the checkbox to turn off dialing of the carrier access code.**

No checkmark indicates that the setting is switched off.



Turn off dialing 1 before long distance numbers

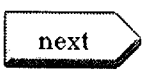
In some telephone service areas, you do not need to dial 1 before a long distance number.

1 **From the Telephone, touch *setup*.**

The setup area of the Telephone appears.

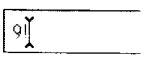
2 **Touch the name of the calling location for which you do not want to dial 1 before a long-distance number.**

3 **Touch *next* until you see the Outside line field.**

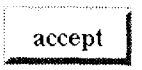


4 **Enter an exclamation point (!) as the last character in the field.**

Be careful not to type over any characters that are already there.



6 **Touch *accept*.**



7 **Touch the checkbox for the rule to switch it on, if it is not already checked.**

A checkmark indicates the rule is switched on.

NOTE: If you switch this rule off, nothing you throw away in the Trash truck is permanently removed until you manually empty the Trash truck. It is recommended that you not switch this rule off, since doing so can cause your Magic Link communicator to run out of storage space quickly.

8 **Touch *x* to close the window.**

Discard suggested items

You can generate a list of items that you might want to discard. When you select an item from this list, you can file it somewhere else, view it, or discard it.

1 **In the Storeroom, touch the Magic lamp.**

The Commands window appears.

2 **Touch *suggestions for discarding*.**

The Suggestions for discarding scene appears.

3 **Select an item in the list.**

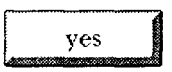
4 **To discard the item, touch *discard*.**

A message appears confirming that you want to discard the item.

To look at the item before discarding it, touch *view*. To file the item instead of discarding it, touch *file*.

See "File a Telecard manually" on page 123.

5 **Touch *yes* to discard the item.**



Charging telephone calls

You can set up billing methods, such as a credit cards and calling cards for when you are away from your home or office.

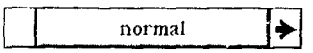
Select a billing method

1 **From the Telephone, touch *setup*.**

The setup area of the Telephone appears.

2 **Touch the arrow until you see the card you want to use.**

Any calls you make with your Magic Link communicator are billed by the method shown. Select *normal* to have calls billed to whatever telephone line you are using when you make a call.



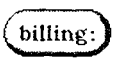
Add a new billing method

1 **From the Telephone, touch *setup*.**

The setup area of the Telephone appears.

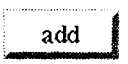
2 **Touch *billing*.**

The Current billing method window appears.

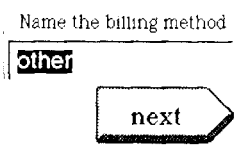


3 **Touch *add*.**

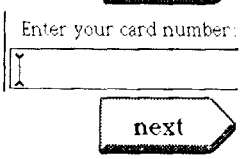
The Billing method window appears.



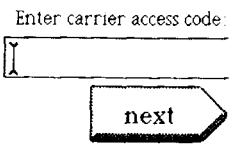
4 **Type the name of the credit card or calling card you want to add to the list, and then touch *next*.**



5 **Type the card number, and then touch *next*.**



6 **Type the carrier access code, the numbers you enter to access your long-distance carrier, and then touch *next*.**

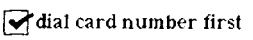


For example, if you are placing a call from a friend's telephone and you want the call billed to your long-distance carrier, you can enter a carrier access code (such as 10288 for AT&T) before you dial the number.

NOTE: Some calling locations do not allow you to use a carrier access code, so you have to switch this setting off.

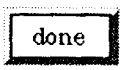
See "Turn off dialing the carrier access code" on page 94.

7 **To dial the calling card number before the telephone number, touch the checkbox next to *dial card number first*.**



Some calling cards require that you dial the card number and PIN before you dial the telephone number.

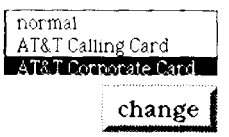
8 **Touch *done*.**



Change information in a billing method

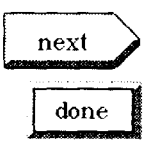
You can change the information about the credit card or calling card to which your telephone calls are billed.

1 **In the Current billing method window, touch the name of the billing method you want to change, and then touch *change*.**



The Billing method setup window appears.

2 **Change any of the information, touching *next* to move through the billing method setup windows, and then touch *done*.**

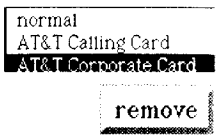


3 **Touch *x* to close the window.**

The new information is saved for that billing method.

Remove a billing method

1 In the Current billing method window, touch the billing method you want to remove, and then touch *remove*.



2 Touch *x* to close the window.

The new information is saved for that billing method.

Using Telephone rules

The following is a list of rules available in the Telephone. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

1. **Make log entry for each phone call.**

This rule instructs your Magic Link communicator to create a log entry for each telephone call you make using your Magic Link communicator. This rule is switched on by default.

2. **Suggest discarding log entries more than a week old, unless they are marked with a save stamp.**

Use this rule to control how long telephone log entries are kept in your Magic Link communicator. This rule is switched on by default.

3. **When any call is received, display an announcement.**

This rule instructs your Magic Link communicator to display an announcement when a telephone line is connected and a call comes in. This rule is switched on by default.

4. **When any call is received, play the Ring sound.**

This rule instructs your Magic Link communicator to play the specified sound when a telephone line is connected and a call comes in. This rule is switched on by default.

5. **When a phone line is connected, confirm your current location.**

With this rule switched on, each time you connect a telephone line to your Magic Link communicator, the Phone line connected window appears so you can confirm or change your calling location, enabling your Magic Link communicator to dial properly. This rule is switched on by default.

AT&T PersonaLink Services

AT&T PersonaLink Services is the innovative and powerful messaging information and transaction service created especially for use with your Magic Link communicator. This uniquely personal service lets you stay in touch with people, manage information, and shop for goods and services with ease.

The uniqueness of the service lies in "intelligent assistants" – built-in electronic messengers that can gather information, manage your communications, and act on your behalf in the "electronic community".

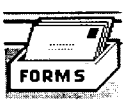
Using AT&T PersonaLink Services

Go Downtown, and visit the AT&T PersonaLink Services center to start putting your intelligent assistants to work.

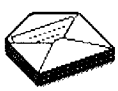
Request a name card from the AT&T PersonaLink Services directory

1 **Touch the AT&T building Downtown to enter.**

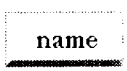
2 **Touch *FORMS* on the service desk.**
The Service forms window appears.



3 **Touch *directory request*.**
A directory request appears.

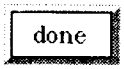

directory request

4 **Touch *name*.**
The Name window appears.



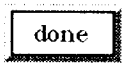
5 Type the person's first name; then touch *last*, and type the last name.

6 Touch *done*.



7 If you know the telephone number, touch *phone*, and then type it.

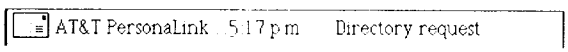
8 Touch *done*.



9 Touch *send*.

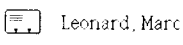
The directory request is put in your Out box and sent when you connect to a telephone line. AT&T PersonaLink Services sends you a Telecard with the name card(s) attached.

10 After you have retrieved your Telecards, touch the new Telecard "Directory request" in your In box.



The Telecard opens to show you the name cards found in response to your request. There may be more than one name card for this name in the public directory.

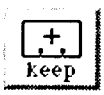
11 Touch a name card that appears in the Telecard.



12 Touch *keep* or *discard*.

Touch *keep* to add the new name card to your Name card file.

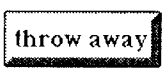
Touch *discard* if you do not want to keep the name card.



13 Touched *discard* to throw away the Telecard.

A message appears asking you to confirm that you want to throw away the Telecard.

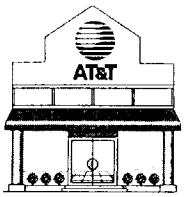
14 Touch *throw away*.



Request software enhancements from AT&T PersonaLink Services

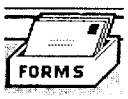
You can request enhancements to the software for your Magic Link communicator from AT&T PersonaLink Services.

1 **Touch the AT&T building Downtown.**



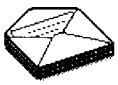
2 **Touch *FORMS* on the service desk.**

The Service forms window appears.



3 **Touch *software upgrades*.**

A request to sign up for software upgrades appears on your screen.



software upgrades

4 **Touch *send* to send the request.**

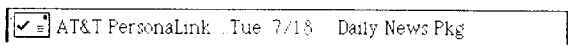
The request form hops into the Out box. It will be sent when you connect to the communication service.

Sign up for daily news

Once you join AT&T PersonaLink Services, you automatically receive a message in your In box inviting you to subscribe to the Daily News Service.

1 **Connect your Magic Link communicator to a telephone line.**

2 **In your In box, touch the message from AT&T PersonaLink Services about the Daily News Pkg.**

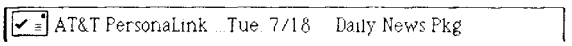


The Telecard opens, containing instructions on downloading the Daily News reader package.

3 **Touch *get software*.**

Your Magic Link communicator calls AT&T PersonaLink Services and downloads the software. This procedure may take a few minutes. When the download is complete, your In box contains a new Telecard with the subject Daily News Pkg.

4 **Touch the new Telecard in the In box.**



The Telecard opens, containing instructions for installing or discarding the Daily News package reader.

5 **Touch *install*.**

A message appears asking you to send the displayed postcard.

6 **Touch *x* to close the message.**

The Telecard about *News Subscription* appears, and the *Start Delivery* option is checked.

7 **Touch *send* to send the Telecard to AT&T PersonaLink Services and start delivery of the Daily News.**

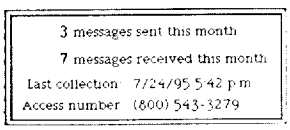
Your Magic Link communicator sends the Telecard to AT&T PersonaLink Services.

NOTE: You can cancel and re-subscribe to the Daily News Service at any time. Touch *FORMS* in the lobby of the AT&T building Downtown, and select the Telecard with the title *Daily News*. This Telecard is identical to the one described in the procedure above and contains checkboxes for Start Delivery and Cancel Delivery.

Change the access number

By touching the mail statistics sign on the wall above the service desk, you can change the access number used to access AT&T PersonaLink Services from specific telephone locations.

1 **Touch the mail statistics sign in the AT&T building.**



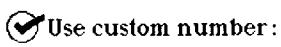
The Access numbers window appears, listing the access numbers for each calling location you have set up.

TIP: You can also touch the Magic lamp when you are in the AT&T building, and then touch *access numbers*.

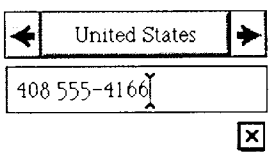
2 **Touch the listing for the location you want to change.**

The Access number for the selected calling location appears.

3 **Touch *Use custom number.***



4 **Select a country, and then type the access number you want to use.**



5 **Touch *x* to close the window.**

The new access number appears in the Access numbers window.

Change your mailbox rules

Your AT&T PersonaLink Services mailbox holds incoming messages and routes the messages you send. This mailbox is different from the In box on your Desk, because this mailbox is the place where your "intelligent assistants" live and work on your behalf.

You can use the mailbox rules in the AT&T PersonaLink Services center to help you manage your mail. Some rules allow you to forward specific messages to other people automatically, even if they are fax users. You can delete certain messages according to criteria that you specify. You can also have your AT&T PersonaLink Services mailbox page you if a message arrives from a specific individual or contains a certain subject. When you change your mailbox rules, you must send a Telecard to your AT&T PersonaLink Services mailbox so that the rules are updated.

The mailbox rules listed on the next page are accessible only if you are an AT&T PersonaLink Services subscriber.

See "Using rules" on page 34.

1 **Touch the AT&T building Downtown.**

2 **Touch *MAILBOX RULES*.**

The list of mailbox rules appear. Touch the arrows to see additional rules that do not fit on the screen.

3 **Touch the checkbox next to a rule to switch it on or off.**

See "Using AT&T building rules" on page 106.

4 **Touch *x* to close the window.**

A "Change rules" Telecard appears on the Desk addressed to AT&T PersonaLink Services.

5 **Touch *send* to send a Telecard containing the rule changes to your AT&T PersonaLink Services mailbox.**

After you send the Telecard, a message appears on your screen indicating that the changes you made to your mailbox rules have been activated.

Using AT&T building rules

The following is a list of rules available in the AT&T building. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

1. **Forward a copy of all messages from Acme Corporation about "desert tortoises" to Acme Corporation.**

Use this rule when you want to forward automatically to the specified recipient the original or copies of the original Telecards from a particular sender with the specified text in the subject. This rule is switched off by default.

> **NOTE:** Only the subjects of Telecards sent by the specified sender are checked for matching text. The subject of a Telecard is the text next to the word *about* in the address portion of a Telecard.

2. **Forward a copy of all messages from Acme Corporation to Acme Corporation.**

Use this rule when you want to forward automatically to the specified recipient the original or copies of the original Telecards from a particular sender. This rule is switched off by default.

3. **Forward a copy of all messages about "metaphors" to Acme Corporation.**

Use this rule when you want to forward automatically to the specified recipient the original or copies of the original Telecards with the specified text in the subject. This rule is switched off by default.

4. **Forward a copy of all messages to Acme Corporation.**

Use this rule when you want to forward automatically to the specified recipient the original or copies of the original Telecards you receive. This rule is switched off by default.

5. **Discard all messages from Acme Corporation about "boiled cabbage" instead of collecting them.**

Use this rule when you want to discard automatically Telecards from a particular sender with the specified text in the subject. This rule is switched off by default.

6. **Discard all messages from Acme Corporation instead of collecting them.**

Use this rule when you want to discard automatically Telecards from a particular sender. This rule is switched off by default.

7. **Discard all messages about "accounts payable" instead of collecting them.**

Use this rule when you want to discard automatically Telecards with the specified text in the subject. This rule is switched off by default.

8. **Discard all messages instead of collecting them.**

Use this rule when you want to discard automatically all Telecards. With this rule switched on, you will not receive any Telecards. This rule is switched off by default.

9. **Forward all messages that are bigger than 30K to Acme Corporation.**

Use this rule when you want to forward automatically to the specified recipient all Telecards larger than the specified size. You can also use this rule to forward large Telecards to yourself at another e-mail address or to a fax machine. This rule is switched off by default.

10. **When 1 new messages arrive at my mailbox, send a notification to Acme Corporation.**

Use this rule to send a notification message to the specified recipient when a certain number of Telecards have arrived at your mailbox. You can use this rule to notify yourself at another delivery location – a pager, for example. This rule is switched off by default.

Organizing your life

Your Magic Link communicator includes several features to help you keep your life organized.

The Datebook contains powerful features such as a built-in alarm to remind you of your appointments, a repeating feature that automatically inserts appointments on each day they repeat, and a feature that sends invitations to all of the meeting's participants.

The File cabinet can automatically sort and file your Telecards.

When you travel or make long distance calls, the World clock and calendar let you easily change to the local time or check to see what time it is in a city you want to call.

The Notebook contains several different types of paper that you can use to make to-do lists, jot down notes, or keep your grocery list. You can also send your Notebook pages to someone else.

The Calculator has basic, scientific, or paper tape modes.

The following pages describe these features of your Magic Link communicator and how you can use them to keep your busy life organized.

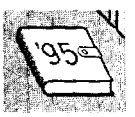
Datebook

Use the Datebook to record, arrange, and review appointments and other important events. The Datebook is designed so that your appointments can be descriptive, complete, and personal. You can choose from several different types of appointments: general purpose, to-do lists, birthdays and other special days, business trips, vacations, and appointments that span more than one day.

Different types of appointments have their own unique characteristics. Meeting appointments allow you to create and send a Telecard to all the people included in the meeting. When they receive your Telecard, they can respond by simply touching a button. You can write or type notes for any type of appointment.

Using the Datebook

Look at the Datebook



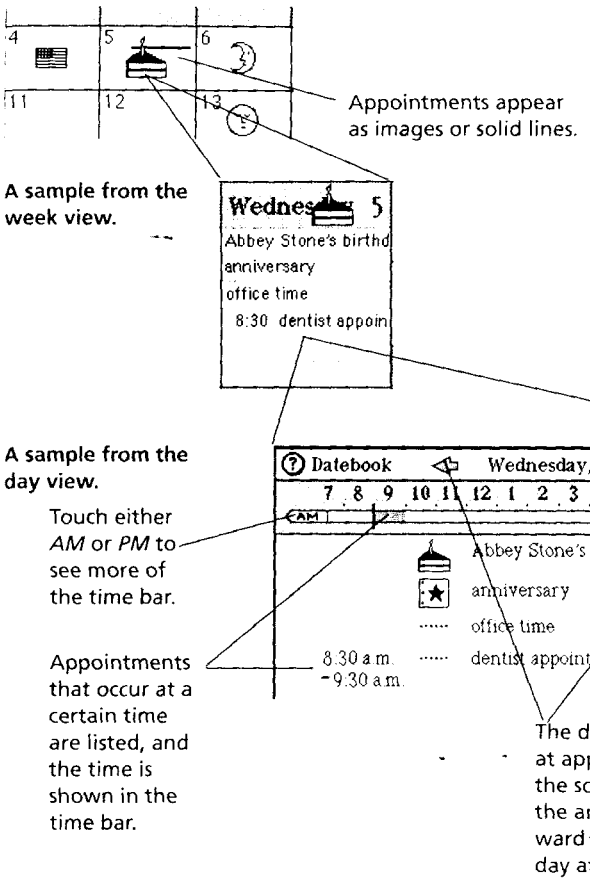
1 **Touch the Datebook on the right side of the Desk.**

The current year appears on the cover of the Datebook. When you touch the Datebook, the Datebook scene appears.

2 **Touch *today*, *week*, *month*, or *year* at the right side of the screen.**

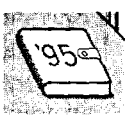
The screen changes to display the view you select.

A sample from the month view.


4
5
6
11
12
13
Appointments appear as images or solid lines.
A sample from the week view.
Wednes 5
Abbey Stone's birthd
anniversary
office time
8:30 dentist appoin
A sample from the day view.
Datebook
Wednesday, July 5, 1995
7 8 9 10 11 12 1 2 3 4 5 6 7 8 9
AM
PM
Abbey Stone's birthday
anniversary
office time
8:30 a.m. - 9:30 a.m.
dentist appointment
Touch either AM or PM to see more of the time bar.
Appointments that occur at a certain time are listed, and the time is shown in the time bar.
The day you are looking at appears at the top of the screen. Touch one of the arrows to move forward or backward one day at a time.

Add an appointment

The following steps explain the general procedure for adding an appointment. The items that you can set vary depending on the type of appointment you create.



1 **Touch the Datebook.**

The Datebook scene appears.

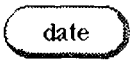
2 **Touch *new*.**

The Choose an appointment type window appears.

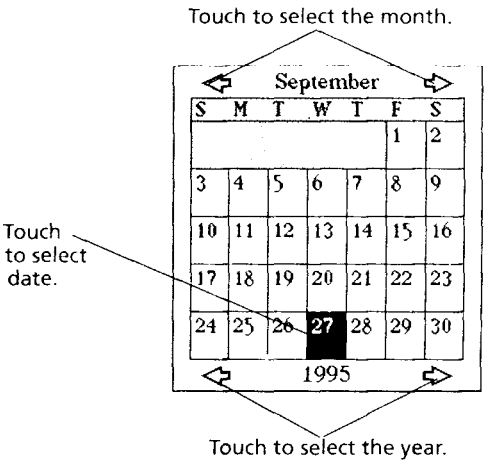
3 **Touch an appointment type.**

4 **Touch *date* to set the date.**

The Choose a date window appears.



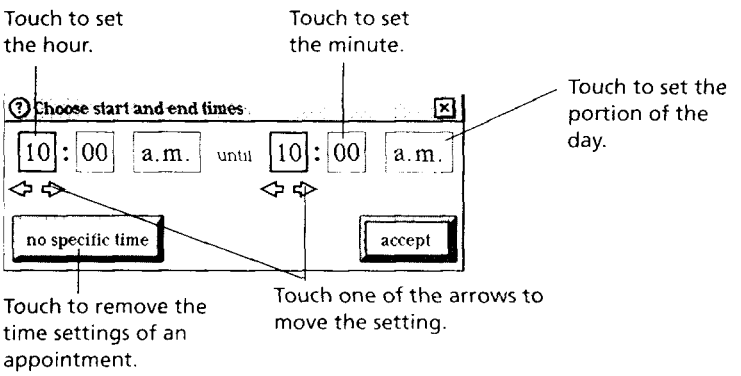
5 **Select the day you want, and touch *x* when you are done.**


Touch to select the month.
September
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1995
Touch to select date.
Touch to select the year.

6 **Touch *time* to set the time.**

The Choose start and end times window appears.

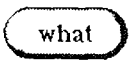
7 **Set the time of the appointment, and touch *accept* when you are done.**


Touch to set the hour.
Touch to set the minute.
Choose start and end times
10 : 00 a.m. until 10 : 00 a.m.
Touch to set the portion of the day.
no specific time
accept
Touch to remove the time settings of an appointment.
Touch one of the arrows to move the setting.

Alternatively, you can type the time next to the *time* button, or touch the time on the time bar above the appointments.

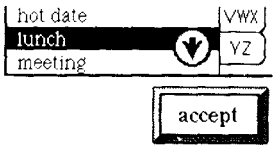
See "Set or change the appointment time using the time bar" on page 116.

8 **Touch *what* to select the type of activity for the appointment.**



The Choose a description window appears.

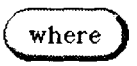
9 **Touch a description for the appointment, and then touch *accept*.**



To add an activity to the list, touch *new*, and type a description.

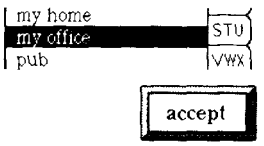
To remove an activity from the list, touch the activity, and then touch *remove*.

10 **Touch *where* to select where the activity will be held.**



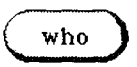
The Choose a location window appears.

11 **Touch a location in the list, and then touch *accept*.**



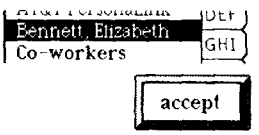
Add or remove locations from the list as instructed in Step 9.

12 **Touch *who* to select the names of other people involved.**



The Choose a name window appears.

13 **Touch a name or group in the list, and then touch *accept*.**



You can add new names by touching *new*. Once you add names to an appointment, you can touch *who* to display the list of selected names. You can add or remove names as instructed in step 9.

If you select a meeting appointment, an *invite* button appears so you can send an invitation to the meeting's participants.

See "Add a meeting and invite someone to it" on page 114.

14 **Touch *done* when you finish entering the information for the appointment.**

Add a meeting and invite someone to it

Schedule a meeting in your Datebook, select the people you want to invite, and then review and send the invitation. Your Magic Link communicator creates an invitation that includes *yes* and *no* reply buttons that the recipients can use to let you know whether or not they will attend. When the recipients touch *yes* to accept the invitation, the meeting is automatically added to their Datebooks, and Telecards are sent back to you to confirm their attendance.

NOTE: Only recipients with a Magic Link communicator who subscribe to AT&T PersonaLink Services or America Online can take advantage of these integrated features.

1 **In the Datebook, touch *new*.**

The Choose an appointment type window appears.

2 **Touch *meeting* to create a meeting appointment.**

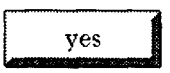
You can also use the general purpose appointment type.

3 **Follow steps 4 through 14 in "Add an appointment" on page 111.**

4 **Touch *invite* to send a Telecard to the meeting's participants.**

A window appears asking you to confirm that you want to send the invitations.

5 **Touch *yes* to create and review the Telecard.**



The invitation appears on your screen already typed up and addressed. You can still change the message of the invitation.

6 **Touch *send*.**

The Telecard hops into the Out box.

7 **Touch *done*.**

Schedule repeating appointments

With your Magic Link communicator you can schedule weekly meetings, daily activities, or any appointment that happens on a regular basis. You schedule the first occurrence the same way that you make one-time appointments. Then you select the frequency of the appointment, and your Magic Link communicator takes care of the rest. If you change the details of one of a series of repeating appointments, you can:

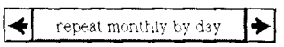
- apply the changes to that day only
- apply the changes to the rest of the days on which the same appointment occurs

You can also remove one or all of a series of repeating appointments.

1 **With the detail for an appointment on your screen, touch *repeat*.**

The Repeat options window appears.

2 **Touch one of the arrows until the option you want to use appears.**



3 **To change the date for the first occurrence of the repeating series, touch *from*, and then select the day.**

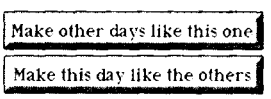
4 **To change the last day for the series, touch *until*, and then select the day.**

5 **Touch *x* to close the Repeat options window.**

6 **If you have changed the details of an appointment that is part of a repeating series, and then you decide to change repeating options, touch *repeat*.**

The Exception window appears.

7 **Touch *Make other days like this one* or *Make this day like the others*.**



Make other days like this one updates all of the other days in the repeating series with the same changes.

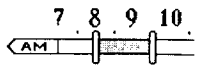
Make this day like the others changes the day you are looking at back to the way it was, making it just like the other days in the series.

8 Touch *done* when you finish setting the repeating options.

Set or change the appointment time using the time bar

You can use the time bar to set or change the time of an existing appointment or to set a new appointment. Use the time bar when you want to set the time in half-hour increments.

With the detail for an appointment on the screen, touch the start time and drag to the time the appointment is scheduled to end.



To change the time, press down on the start time or the end time and drag to the new time.

Set the priority or status of an appointment

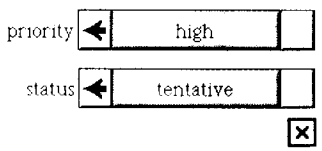
You can set the priority of an appointment to low, normal, or high. Setting the priority affects the order in which appointments of that type are listed. The default priority for appointments is normal.

You can set the status of an appointment to either tentative or confirmed. If you want to "pencil in" the appointment, set the status to tentative. When you know the appointment will take place, you can change the status to confirmed. The default status of any appointment is confirmed.

1 **With the detail for the appointment on the screen, touch *alarm +*.**

The Alarm and other details window appears.

2 **Touch one of the arrows to set the priority or status, and then touch *x*.**



When you set the priority to high, an exclamation mark appears next to the appointment.

When you set the status to tentative, a question mark appears next to the appointment.

3 Touch *done*.

Add notes to an appointment

You can add notes to any type of appointment. For example, if you are taking a business trip, you can note your flight information. If the appointment is a birthday or other special day, you might want to jot down gift ideas. You can type, write, draw, or use stamps in your notes.

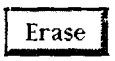
1 **With the appointment on your screen, touch *notes*.**

The Notes window appears.

2 **Write or type in the blank space, and then touch *x*.**

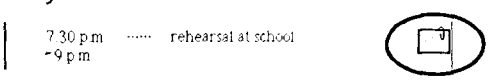
See "Writing and drawing" on page 26.
See "Typing" on page 20.

Touch *erase* in the Notes window to erase the last pencil tool stroke, text field, or line; or hold down the OPTION key, and touch *erase* to erase them all at once.



With the detail for the appointment on your screen, touch *notes* to review your notes.

With the summary of your appointments for a particular day on your screen, touch the small image of a note on the appointment to review your notes.



NOTES:

- Notes that you attach to appointments by touching *notes* are not sent to a recipient when you mail an appointment enclosed in a Telecard.
- The appearance of the *notes* button changes once you add notes.

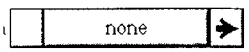
Set a reminder alarm for an appointment

Any appointment in your Datebook can have a reminder alarm associated with it. When you set an alarm, the Magic Link communicator sounds an alarm and displays a message on the screen to remind you of the appointment. You can also schedule an appointment just for the alarm. For example, an appointment with a reminder and no other information acts as an alarm clock to remind you about something.

1 **With the detail of an appointment on your screen, touch *alarm* +.**

The Alarm and other details window appears.

2 **Touch the setting that appears between the arrows.**



3 **Touch the setting you want to use.**

The setting you select appears in the Alarm choice box. The actual time that the alarm will sound appears beneath it.

5 minutes early
15 minutes early
30 minutes early

4 **Touch *x* to close the Alarm and other details window, and then touch *done*.**

The image of the bell changes on the *alarm+* button to show that you have set a reminder alarm, and the image of the appointment in the day view changes.

File Datebook appointments

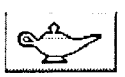
You can file an individual appointment, all appointments that occur in a given time range, or all scheduled appointments.

1 **Display your appointments in the view you want to file.**

For example, if you want to file all of your appointments for a certain week, touch *week* to see the week view.

2 **Touch the Magic lamp, and then touch *file*.**

The File window appears.



3 File the appointments.

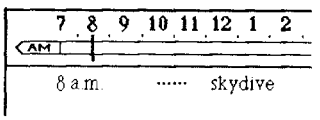
See "File the card or page on the screen" on page 18.

Remove an appointment

If an appointment is cancelled, there are two ways to remove it. When viewing your list of appointments for the day, you can drag individual appointments to the Trash truck. You can also remove an appointment while you view the detail for the appointment.

1 Display the day that contains the appointment you want to remove.

2 Touch the appointment to look at the detail.



3 Touch *remove*.

If the appointment is not a repeating appointment, a confirmation message appears; continue with step 4.

If the appointment is a repeating appointment, the Delete options window appears. Touch *delete one* or *delete all*, and skip step 4.

delete one deletes this appointment only, leaving the other occurrences of this appointment intact.

delete all deletes all occurrences of this appointment.

4 Touch *remove* or *keep*.

If you touch *keep*, the appointment is not removed.

TIP: With all of your appointments for a particular day on your screen, you can press down on an appointment and drag it into the Trash truck. You can use this method to delete a single occurrence of a repeating appointment. When you use this method, the Delete options window does not appear.

Using Datebook rules

The following is a list of rules available in the Datebook. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

> **NOTE:** In order to look at the rules for the Datebook, you must be looking at the day, week, month, or year view, and not at the detail of an appointment.

See "Using rules" on page 34.

1. **Use the Alarm sound for appointment reminder alarms.**

This rule lets you change the sound that is used to remind you of an appointment. This rule is switched on by default.

2. **Display an announcement for appointment reminder alarms.**

This rule instructs your Magic Link communicator to display an announcement on the screen to remind you of an appointment. This rule is switched on by default.

3. **Suggest discarding appointments more than a week old, unless they are marked with a save stamp.**

This rule instructs your Magic Link communicator to discard appointments that are older than the criterion you have specified. Appointments marked with a save stamp from the Stamper are not discarded. This rule is switched on by default.

4. **Show moon phases in monthly calendar.**

With this rule switched on, the moon phases are shown in the Datebook. This rule is switched on by default.

File cabinet

Use the File cabinet to organize Telecards, name cards, Notebook pages, and other items into folders. The File cabinet is designed to give you lots of flexibility. It comes equipped with two drawers, one for received mail and one for sent mail. Each drawer has 19 folders you can use to organize your filed items in any way you like. You can add, discard, and rename drawers, and you can name folders and move them around, even to different drawers. You can also set up criteria to file Telecards automatically.

Using the File cabinet

The File cabinet comes equipped with two drawers, but you can create new drawers. You can name folders, move them around in the same drawer or to another drawer, and discard folders that you no longer need. Items that are inside of folders can be moved to another folder or thrown away. You can file all sorts of items in the File cabinet.

See "File the card or page on the screen" on page 18.

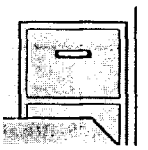
NOTE: Your Magic Link communicator has a limited amount of space in Built-in storage that you can use to file Telecards and other items. Filing items in the File cabinet uses up Built-in storage. Throw away items that you do not need in order to free up space. You can also file Telecards on optional memory cards or personal computers using an optional computer link product.

See "File items in a package" on page 158.

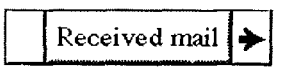
Name a folder

1 **Touch the File cabinet on the right side of the Desk.**

A File cabinet drawer appears.



2 **Touch one of the arrows until you see the drawer you want to look into.**

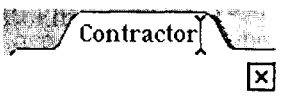


3 **Touch the blank tab of one of the folders.**

You can also touch the tab of a labelled folder if you want to change its name.

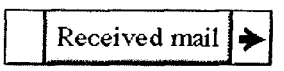
The Keyboard appears.

4 **Type a name for the new folder, and then touch *x*.**



Discard a folder

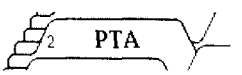
1 **In the File cabinet, touch one of the arrows until you see the name of the drawer in which the folder is stored.**



2 **Hold down the OPTION key, press down on the folder you want to discard, and drag it into the Trash truck.**

If you do not hold down the OPTION key when you drag the folder into the Trash truck, the first item in the folder is dragged out of the folder rather than the entire folder.

If the folder does not contain any items, you do not have to hold down the OPTION key when you drag it into the Trash truck.



3 **When the Trash truck is highlighted, let go of the folder.**

The folder hops into the Trash truck and disappears from the drawer.

Filing Telecards

Your Magic Link communicator can sort Telecards automatically into folders in the drawers of the File cabinet. Telecards that you receive go into folders in the Received mail drawer. Telecards that you send go into folders in the Sent mail drawer. The Received mail drawer already has three folders that you can use: Personal, Work, and Other. By default, your Magic Link communicator files received Telecards in the Other folder when you touch *file all* in the In box. However, you can set up sorting criteria for other folders so that Telecards are filed there instead.

You can file Telecards manually, one at a time. Alternatively, you can set up rules for the In box and Out box that establish criteria for filing Telecards.

File a Telecard manually

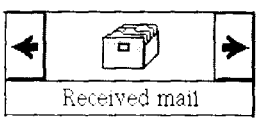
You can manually file a Telecard in a specific folder in a drawer instead of filing Telecards automatically according to criteria you have set up.

1. **With a Telecard in the In box on your screen, touch *file*.**

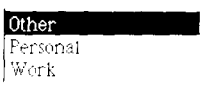
   The File window appears.

2. **If there is more than one Telecard in the In box, touch one of the arrows in the left choice box until you see the item you want to file.**

3. **Touch one of the arrows in the right choice box to select the File cabinet drawer.**

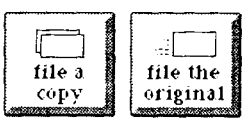


4. **Touch the name of the folder into which you want to file your Telecard.**



5. **Touch either *file a copy* or *file the original*.**

   When you file a copy of an item, the original item remains, and a copy of it is filed. When you file the original, the item is moved to the destination you specify.



File all received Telecards in folders

Set up the sorting criteria for folders in the File cabinet. Telecards that do not fit the sorting criteria are filed in the Other folder in the Received mail drawer. If you have not changed the filing criteria or created any new folders, Telecards you receive go in the Other folder in the Received mail drawer and Telecards you send go in the Other folder in the Sent mail drawer. You can set your own sorting criteria.

See "Set the sorting criteria for filing Telecards" on page 124.

1 **On the Desk, touch the In box.**

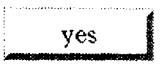
All of the Telecards in your In box appear in a list.

2 **Touch *file all*.**

A message appears asking you to confirm that you want to file all your Telecards in the File cabinet.

3 **Touch *yes* to confirm that you want to file your Telecards.**

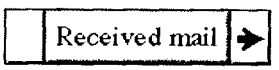
The Telecards are sorted automatically into the File cabinet.



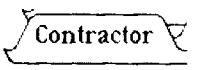
Set the sorting criteria for filing Telecards

Once you have set up the sorting criteria for a folder, your Telecards are automatically filed according to the sorting criteria.

1 **In the File cabinet, touch one of the arrows until you see the drawer that contains the folder you want to use.**



2 **Touch the tab of the folder into which you want to file the Telecards.**

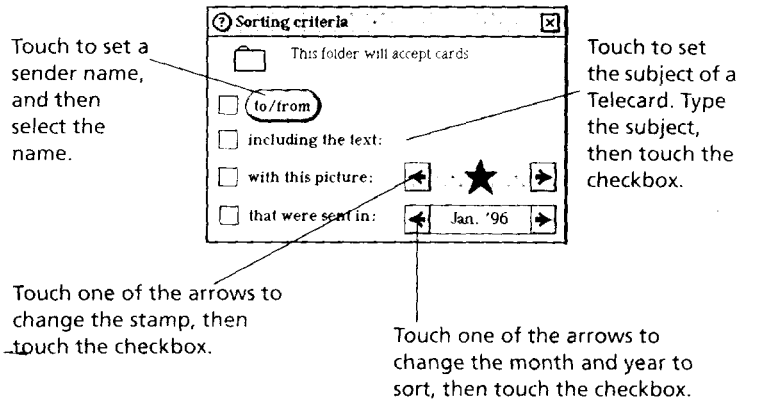


3 **Touch *sorting*.**

The Sorting criteria window appears.

4 **Set the desired sorting criteria.**

To switch a sorting criterion off, touch the checkbox so that the checkmark disappears.


Sorting criteria
This folder will accept cards
to/from
including the text:
with this picture:
that were sent in:
Jan. '96
Touch to set a sender name, and then select the name.
Touch to set the subject of a Telecard. Type the subject, then touch the checkbox.
Touch one of the arrows to change the stamp, then touch the checkbox.
Touch one of the arrows to change the month and year to sort, then touch the checkbox.

5 **Touch *x* to close the Sorting criteria window.**

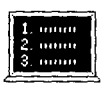
Now when you touch *file all* in the In box, any Telecards that fit the criteria specified are filed in the folder you selected.

File Telecards with a certain subject

If you want your Telecards automatically filed in a particular folder as soon as they are received, you can set a rule in the In box. Then you must remember to look for your Telecards in the File cabinet instead of in the In box.

1 **In the In box, touch the Magic lamp.**

2 **Touch *rules*.**

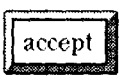


3 **Touch the rule "When a message containing the text "necktie" arrives, file it in the Work folder."**

4 **Replace the word "necktie" with the text you want to use.**

See "Change the text of a rule" on page 35.

5 **Touch the folder you want to use, and then touch *accept*.**



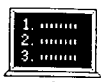
6 **Touch the checkbox next to the rule to switch it on.**

File Telecards with a certain stamp

If you want your Telecards to be automatically filed in a particular folder as soon as they are received, you can set a rule in the In box. Then you must remember to look for your Telecards in the File cabinet instead of in the In box.

1 **In the In box, touch the Magic lamp.**

2 **Touch *rules*.**

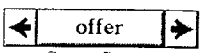


3 **Touch the rule "When a message with the offer stamp arrives, file it in the Trash."**

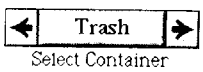
The In box rules window appears.

4 **Select a stamp and a container for the rule.**

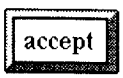
Touch the arrows to select the stamp you want to use for sorting.



Touch the arrows to select the folder or other container you want to use.



5 **Touch *accept*.**



6 **Touch the checkbox next to the rule to switch it on.**

Using File cabinet rules

The following is a rule available in the File cabinet. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

1. **Suggest discarding cards more than a week old, unless they are marked with a save stamp.**

This rule instructs your Magic Link communicator to discard filed items that are older than the time period you have specified. Filed items that are marked with a save stamp from the Stamper are not discarded, regardless of their ages. This rule is switched on by default.

Clock and Calendar

There are two clocks in your Magic Link communicator – one at the Desk and one in the Game room. You can also set your screen so that the time appears at the top of your screen. All three clocks are synchronized and can be set by touching the Clock at the Desk. In the Clock scene, you can set the time and the date, and you can use the World clock. The first time you use your Magic Link communicator you set the current date and time. Unless your batteries run out completely, you should never have to set the date and time again.

The World clock is very useful when you are travelling. You can display the day and time in four cities simultaneously, and you can set your location so that the Clock and Calendar display the local time and date.

Using the Clock and Calendar

You must set the date and time correctly on your Magic Link communicator so it can keep track of appointments, handle time-critical tasks, and log communications accurately.

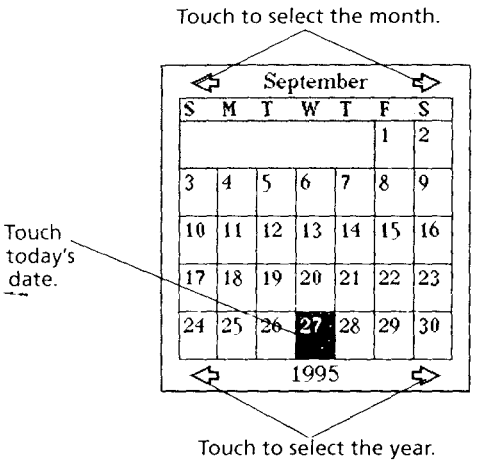
Set the date and time

One reason to set the date and time on your Magic Link communicator is so your Telecards contain the correct date and time they were sent. In addition, you can display the date and/or the time for your convenience at the top of your Magic Link screen.

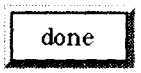
1 **On the Desk, touch the Clock.**

2 **Touch *set date*.**

3 Set the date as follows:


Touch to select the month.
September
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1995
Touch today's date.
Touch to select the year.

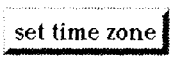
4 Touch *done*.



5 Touch *set time*.

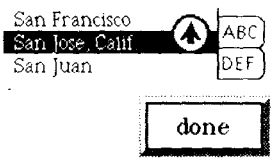
6 Touch *set time zone*.

A window that lists major cities appears.



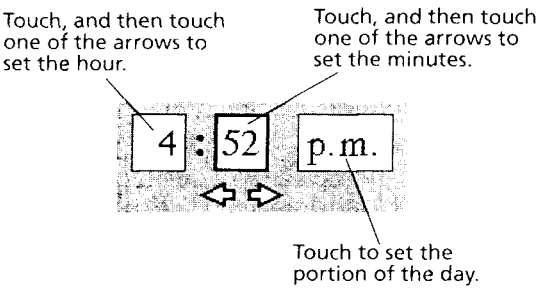
7 Select a city in your time zone, and then touch *done*.

Touch one of the tabs or arrows to move up or down through the list until you see a city in your time zone.



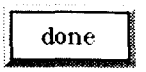
8 Touch *daylight savings* if your time zone is currently using daylight savings time.

9 **Set the time as follows:**


Touch, and then touch one of the arrows to set the hour.
Touch, and then touch one of the arrows to set the minutes.
4 : 52 p.m.
Touch to set the portion of the day.

TIP: You can also set the time by adjusting the hands of the Clock. Press down on either of the hands and slide it around to the correct time.

10 **Touch *done*.**



TIP: If you use AT&T PersonaLink Services, you can switch on the rule that synchronizes your Clock each time you connect. On the Clock window, touch the Magic lamp, then touch *rules*, and then touch the checkbox next to the rule "Set the clock using the AT&T PersonaLink synchronization clock." A checkmark indicates that the rule is active.

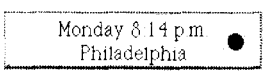
Display the time in another city

The World clock displays the day and time for up to four cities simultaneously. You can select which cities appear in the boxes.

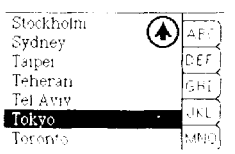
1 **On the Desk, touch the Clock.**
The Clock window appears.

2 **Touch *world*.**
The world map appears.

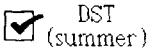
3 **Touch one of the four rectangular city buttons that surround the map.**
A list of cities appears.



4 **Touch the name of a city.**
Touch one of the lettered tabs to see cities that begin with one of the letters shown on the tab.

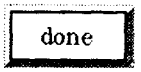


5 **If you know that daylight savings time is in effect in the city, touch *DST* to switch it on.**



A checkmark appears when the setting is switched on. Once set, DST is set automatically for cities in North America and cities in continental Western Europe on the proper day in spring and then back again in the fall. However, you should check to verify the setting.

6 **Touch *done*.**



A line from the selected city button points to the city on the world map.

Change your location using the World clock

An arrow points to your current location, and the Clock is automatically set to the local day and time. You can change your location to one of the cities displayed in the World clock scene.

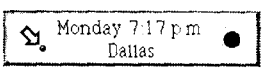
1 **On the Desk, touch the Clock.**

The Clock window appears.

2 **Touch *world*.**

The world map appears.

3 **Hold down the OPTION key, and touch a location button to set it as your location.**



If none of the buttons displays your current location, change one.

See "Display the time in another city" on page 130.

An arrow appears in the box, and the Clock changes to display the time and date in that location.

Using Clock and Calendar rules

The following is a rule available in the Clock. Refer to the section "Using rules" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Using rules" on page 34.

1. **Set the clock using the AT&T PersonaLink synchronization clock.**

Switch this rule on if you want the Clock of your Magic Link communicator to synchronize with the clock for AT&T PersonaLink Services each time you connect to the service. This rule is switched off by default.

Notebook

The Notebook is a collection of blank pages for you to write on and organize however you like. Use the pages in the Notebook to jot down notes, the day's activities, a map with directions to your office that you can send with a Telecard, or even your grocery list. The Notebook has six types of pages: plain paper, lined paper, graph paper, basic lists, checklists, and two-column lists. You can use stamps, write or draw using the tools available in the Tool holder, or type using the Keyboard. You can copy, discard, file, and move Notebook pages. The Notebook also has a handy index from which you can display all the pages in your Notebook.

Using the Notebook

Add a Notebook page

1 **On the Desk, touch the Notebook.**

The Notebook opens either to a blank page or to the page you last viewed.

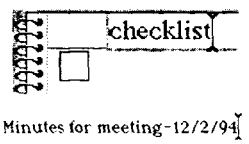
2 **Touch *new*.**

The Select a new page window appears.

3 **Touch the type of Notebook page you want to use.**

A new page is added into the Notebook after the current page.

4 **If the page is a list, type the title at the top of the page. If it is not a list, touch the top center of the page, and then type a name for the page.**

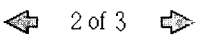


To change the title, backspace over the current title, and type a new title.

5 **Draw, write, use stamps, or type on the page that appears.**

See "Typing" on page 20.
See "Writing and drawing" on page 26.
See "Using stamps" on page 31.

Touch one of the arrows at the top of the Notebook page to move forward or backward through the pages.



Touch *erase* to erase the last pencil mark, text field, or line you added to the page.

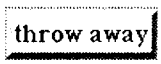
Touch *extend* to add more space at the bottom of a page.

Discard a Notebook page

1 **Touch *discard* to throw away the current page.**

A message appears asking you to confirm that you want to discard the page.

2 **Touch *throw away*.**

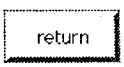


If you change your mind, touch *keep* to keep the page.

Add a blank line to a list

There are three types of lists in your Magic Link communicator: basic lists, checklists, and two-column lists. You can add a blank line between list items.

1 **Touch *return* at the end of the last line in your list.**

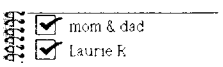


A new blank line is added to the end of the list.

2 **Drag the blank line to its new location.**

Delete an item from a list page

1 **Press down on the item that you want to remove, and drag it into the Trash truck.**



2 **When the Trash truck is highlighted, let go of the item.**

The item drops into the Trash truck.

Send a Notebook page to someone

1 **With the Notebook page that you want to send on your screen, touch the Magic lamp.**

2 Touch *mail.*

The Mail window appears.

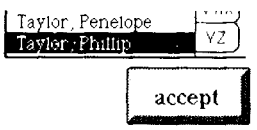
3 **To send all of the pages in the Notebook, touch the arrow to display an image of the folder that contains all of your Notebook pages.**

4 Touch *send.*

A Telecard is created and the Address to window appears.

5 **Touch the name of the person to whom you want to mail the Notebook page, and then touch *accept.***

A page of your default stationery appears so that you can write or type a message. In the lower right corner of the Telecard is a small image of the Notebook page you are sending.



6 Touch *send.*

When the Telecard is received, the addressee touches the attached Notebook page to look at it.

Using the Notebook index

The Notebook has an index that makes it easy to find the drawings you have made and notes you have taken.

Turn to a Notebook page

1 **In the Notebook, touch *index* at the right edge of the screen.**

The screen displays small images of all the pages in your Notebook with the titles displayed below the images.

2 **Touch the small image of a page to look at it.**

The Notebook page fills the screen.

Throw away a Notebook page

In the Notebook index, touch the small image of the page and drag it into the Trash truck.

See "Discard a Notebook page" on page 134.

Calculator

The drawer on the right side of the Desk holds the desk accessories. The Calculator, along with other accessories you might have, are kept in this drawer.

Using the calculator

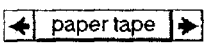
There are three different modes on the Calculator: paper tape, basic, and scientific. The paper tape can display up to 100 lines of calculations, and you can "tear off" the paper tape and copy it somewhere else – to a Telecard, for example. The basic mode is for basic functions you would find on a standard calculator. One feature, for example, allows you to automatically calculate a tip based on the total bill and the percentage you select. The scientific mode includes many functions that you can use to do advanced mathematical calculations.

Use the calculator

1 **On the Desk, touch the Desk accessories drawer at the right side of the Desk.**

2 **Touch the Calculator.**
The Calculator window appears.

3 **Touch one of the arrows to display the other modes.**



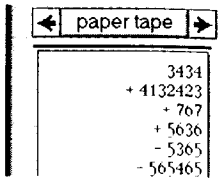
4 **As you touch the keys on the Calculator keypad, the numbers appear in the Calculator display window.**

TIP: The numbers and operations also appear on the paper tape, even when you are using one of the other modes and the paper tape is not visible.

See a different part of the paper tape

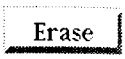
Press down on the paper tape and slide up or down.

The paper tape holds the last 100 lines you entered.



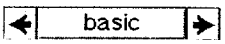
Erase the paper tape

Touch *Erase* to erase everything on the paper tape and in the display window.

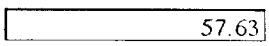


Calculate a tip

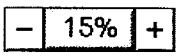
1. **On the Calculator, touch one of the arrows until you see the basic mode.**



2. **Touch the calculator keys to enter the total amount of the bill.**



3. **Touch + or - to select the percentage of the tip.**



4. **Touch +.**

5. **Touch *Tip* near the upper left corner of the screen.**

   The amount to tip appears in the Calculator window.

6. **Touch = to calculate the total.**

   The total amount of the bill, including the tip, appears in the display.

The Library

One of the rooms in the Hallway is the Library, which contains a set of books to help you use your Magic Link communicator. Each book has a table of contents so you can quickly go to the section you want, or you can leaf through page by page.

When you are looking at a book, you can mark a page, jump to the table of contents, or return the book to the shelf. You can display a list of all the books in the Library and then select a book from the list.

You can reorganize the books on the shelves by sliding them around and you can even leave them in a pile on top of the card catalog. If the clutter begins to get to you, your Magic Link communicator can return the Library to its normal state.

List of books in the Library

Your Magic Link communicator comes with eight books that help you use your Magic Link communicator.

Getting Started is an interactive tutorial that teaches you how to set up and use your Magic Link communicator.

BASICS covers the basic features in your Magic Link communicator, including what you should know to use the Magic Link communicator effectively.

WRITING explains how to create a simple electronic message.

SENDING explains how to send a message after you have created it. To send a message, you have to sign up for a communication service, such as AT&T PersonaLink Services.

SECRETS explains shortcuts and experts' tricks for using your Magic Link communicator.

WORD LISTS is the dictionary your Magic Link communicator uses to finish words you start typing.

RULES lists the rules in the Magic Cap system and allows you to change them and switch them on and off.

Countries allows you to change dialing codes for the countries built into the Magic Cap system and allows you to add new ones.

Using books

Although the books in your Magic Link communicator are electronic, you can do many of the same things with them as you do with paper books. For example, you can put bookmarks on pages in the books so that you can refer to them again quickly using the table of contents.

Read a book

1 **In the Desk scene, touch the pointing hand to go to the Hallway.**

2 **Touch the door marked *Library* to enter the Library.**

3 **Touch a book on the Library shelf.**

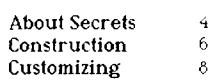
The book hops onto the card catalog and opens so you can begin reading it.

4 **Touch *contents* on the right side of the screen.**

The table of contents appears.

5 **Touch any entry in the table of contents to go to the page listed.**

The table of contents shows if you have marked a page for future reference. Some books have multiple tables of contents. The one at the beginning is the main guide, and some sections may have their own tables of contents.



6 **Touch one of the page corners to turn the page.**

7 **Touch *shelve* at the right side of the screen to return the book to the shelf.**

Mark a page in a book

You can save your place in a book you are reading by marking the page. In the table of contents, a mark appears beside the names of chapters that contain a bookmark.

You can copy a bookmark and store it in the Tote bag or move it to another place in your Magic Link communicator, so you can quickly go back to the page you marked.

Display a page on your screen, and touch *mark*.

The bookmark hops onto the page you are reading. An entry for this marked page appears in the table of contents.

Go to a bookmarked page

Touch the marked page in the table of contents.

Option key 11
Keyboard, Lamp 16

The book opens to the marked page.

When you no longer need the bookmark, touch *unmark* to remove it.

Using word lists

As you type on the Keyboard, your Magic Link communicator sometimes suggests the rest of a word or name after you have typed a few letters. Your Magic Link communicator keeps lists of common words you type—names, places, job titles, general words, and abbreviations. These lists are kept in the WORD LISTS book in the Library. As you type, it refers to these lists and suggests possible completions of words. As you add new names or words, your Magic Link communicator automatically adds them to the WORD LISTS book. You can use the WORD LISTS book to add, remove, and change words in these lists.

Add a word to the WORD LISTS book

You can add a word to the WORD LISTS book manually, turn off the feature that automatically adds words you type to the book, and limit the number of words stored in a particular category.

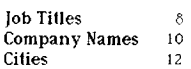
1 **In the Library, touch *WORD LISTS* to open it.**

2 **Touch *contents*.**

The book opens to the table of contents.

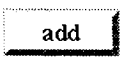
3 **Touch the category for the word you want to add.**

For example, if you are adding the name of the place where you work, you touch *Company Names*.



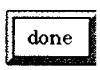
4 **Touch *add*.**

The Edit entry window appears.

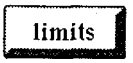


5 **Type the new word, and then touch *done*.**

The word is added to the list.

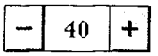


6 To limit the number of words kept in the WORD LISTS book for this category, touch *limits*; otherwise, skip to step 8.

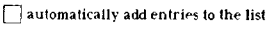


The Limits window appears.

7 To adjust the number of entries, touch - to decrease or + to increase.



8 If you do not want words you type automatically added to the WORD LISTS book, touch the checkbox to add entries to the list automatically.



9 Touch *x* to close the window.

Change or remove a word from the WORD LISTS book

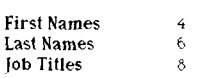
1 In the Library, touch *WORD LISTS* to open it.

2 Touch *contents*.

The book opens to the table of contents.

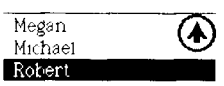
3 Touch the category for the word.

For example, if you want to remove the name of an old boyfriend, you touch *First Names*.



4 Touch the word you want to change or remove.

The word is highlighted.



5 Touch *remove* or *change*.

If you touch *remove*, the word is removed, and you are finished.

If you touch *change*, the Keyboard appears.

6 Type the changes, and then touch *done*.

Using the Countries book

When placing international telephone calls, your Magic Link communicator must know the codes for the country you are in and for the country you are calling. This information is kept in the Countries book in the Library. The Countries book allows you to change the dialing codes for countries built into your Magic Link communicator and to add new ones. The country code, dial out code, long distance prefix, and AT&T Direct Access code are listed for each country.

Change dialing codes for a country

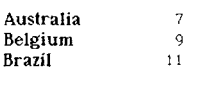
1 **In the Library, touch *Countries* to open it.**

2 **Touch *contents*.**

The book opens to the table of contents.

3 **Touch a country.**

The book opens to that country's page.



4 **Touch the dialing code you want to change.**

The Keyboard appears.

5 **Type the changes, and then touch *x* to close the Keyboard.**

Add a new country and its dialing codes

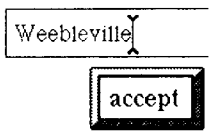
1 In the Library, touch *Countries* to open it.

2 Touch *new*.

The New country window appears.

3 Type the country name, and touch *accept*.

The book opens to that country's page.



4 To enter a dialing code, touch its box, and then type the code.

5 Type the changes, and then touch *x* to close the Keyboard.

Managing personal information

This section provides advice to help you manage the information you store in your Magic Link communicator. For example, you can move items around in your Magic Link communicator so that they are stored in a different place, you can make a back-up copy of your information, and you can connect other devices to your Magic Link communicator, such as personal computers.

Managing information

If you plan to store a lot of information on your Magic Link communicator, it is important that you carefully manage the available space in order to prevent low storage situations and to use the space available most efficiently.

If your Magic Link communicator begins to run low on storage space, you can "clean up" to free up space in Built-in storage. Besides cleaning up, there are other strategies. Periodically discard items you do not need, limit the amount of information your Magic Link communicator automatically stores, and take advantage of the additional storage space available on memory cards or on a personal computer.

You can avoid low storage situations by following the tips provided in this chapter.

There are also rules for keeping old Telecards in the In box and Out box, rules in the File cabinet and Datebook about old items, and rules about keeping name cards in the Name card file.

Using the Storeroom

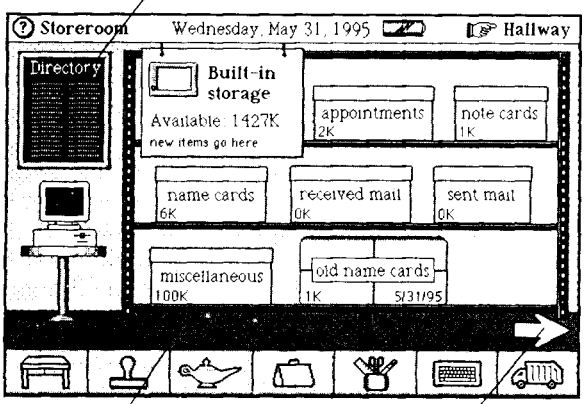
The Storeroom, a room off the Hallway, is designed for viewing and for managing information stored on your Magic Link communicator. The Storage map shows you how much room different types of information are taking up and how much free space you have. In the Storeroom you can view and discard whole collections of items, transfer items to a memory card, or transfer items through an optional link product to a personal computer.

Navigate through the Storeroom

1 In the Hallway, touch *Storeroom* to enter the Storeroom.

2 Navigate through the Storeroom.

Touch to see a list of shelves and their packages; then select one of the names in the list to go to that shelf.



Press down on the floor, and slide to the right or left; then let go.

Touch to move backward or forward through the Storeroom. Hold down the OPTION key, and touch one of the arrows to move to the far left or far right end of the Storeroom.

Use the Storage map

Use the Storage map to see how storage space is allocated—to a memory card or to Built-in storage, for example.

1 **In the Storeroom, touch the Magic lamp.**

The Commands window appears.

2 **Touch *storage map*.**

If you have one or two memory cards inserted, the View storage window appears; otherwise the Storage map for Built-in storage appears.

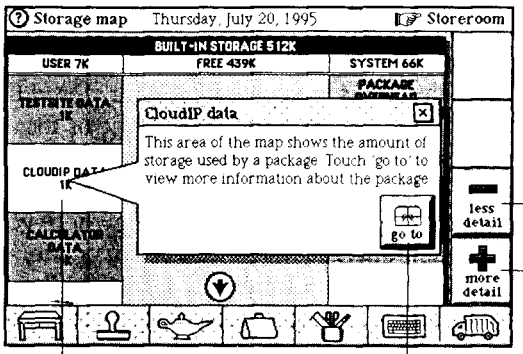
3 **If the View storage map appears, touch the arrow until you see the area for which you want to view the Storage map, and then touch *storage map*.**

The Storage map appears.

The left-hand column shows how the storage space is used for your information, and the right-hand column shows how the storage space is used by the system. The center column shows the available storage space.

TIP: You can view the Storage map for Built-in storage or for a memory card by holding down the OPTION key and touching the placard of the storage map you want to see.

4 Touch buttons or parts of the screen to see the desired information.


Storage map
Thursday, July 20, 1995
Storeroom
BUILT-IN STORAGE 512K
USER 7K
FREE 439K
SYSTEM 66K
CloudIP data
This area of the map shows the amount of storage used by a package. Touch 'go to' to view more information about the package.
go to
less detail
more detail
Touch to see less detail.
Touch to see more detail.
Touch an individual section to get a description of the section in the window.
Touch to display the package scene, where you can pack up or copy the package.

NOTE: Some packages do not show the same values in the Storage map as they do on the Storeroom shelf. This is because packages on the Storeroom shelf display how much memory they would use if they were copied to a memory card. The Storage map shows how much storage is actually being used by the package.

Using the Storeroom shelves

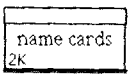
The Storeroom is made up of sets of shelves. Each shelf has a placard that identifies which area of storage it represents, how much space is available, and whether new items are currently being stored there. If you are using one or two memory cards, you see three or four sets of shelves. There is one for Built-in storage, one for each memory card currently inserted, and one for Built-in packages.

The Built-in storage and Memory card shelves are where your Magic Link communicator stores the information you create, such as name cards, filed Telecards, and appointments. Additionally, software packages that you acquire might also be kept on either of these shelves.

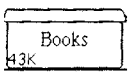
The important thing to remember about the shelves in the Storeroom is that they represent the storage available in your Magic Link communicator. When you want to free up space in one area of storage, you can move some of its boxes to another set of shelves, for example, from the Built-in storage shelves to the Memory card shelves.

Look at storage boxes and packages

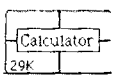
The features in your Magic Link communicator are stored in boxes or packages on the Storeroom shelves.



Storage boxes are the containers with lids on them that you see on the Built-in storage shelves. They hold some of the information you create. You can touch a box to see information about it. The storage boxes cannot be thrown away or removed from the Built-in storage shelf, but you can copy the contents of a storage box and you can file a copy of an individual item from a storage box to a package on another shelf.



Packages, the boxes that look as if they are either open or packed up and tied with twine, hold information you file in them. If you are using memory cards, you may see a package called *new items*. This is the package that holds all new information you create if you have specified that all new information should be stored on the memory card.



A package is either packed or unpacked. When a package is packed, the items stored in the package are not available for use until you unpack the package. For example, if a set of name cards or Telecards are stored in a package, you only see the items if the package is unpacked. Go to the Storeroom to verify that a package is unpacked. You can quickly tell just by looking at the package on the shelf.

See "Unpack a package" on page 161.

Look at size and date

The numbers at the bottom left corner of each box show how much memory the information in the box consumes. This size is measured in kilobytes (K), a traditional measure of information from the computer trade. If you are using a memory card, your Magic Link communicator can hold much more information, depending on the size of the memory card.

Simple Telecards are usually less than 1K each. You can see the size of an individual Telecard that you are composing. Typically, about five name cards can fit into 1K. Of course, the precise size of any item depends on exactly how much information is in it. Handwriting and drawing, sounds, and large graphics all tend to take up a lot of space. A card full of typed text, for example, is only about a quarter the size of a two-second sound recording stamp.

Some packages are dated in the lower right corner. The date shown is the date the package was created.

Store information on memory cards

It is recommended that you purchase one or more memory cards and use them to store items you want to save rather than storing them in Built-in storage, since the amount of space in Built-in storage is limited. Memory cards (also referred to as PC cards) are electronic information holders about the size of thick credit cards. Memory cards provide a place for you to store or back up information contained in your Magic Link communicator. The amount of information a card can hold depends on the memory size of the card. When you insert a memory card into your Magic Link communicator, another shelf is created in the Storeroom, creating more space on your Magic Link communicator. You can move packages from the Built-in storage shelf to the Memory card shelf in order to free up space in Built-in storage. You can also move a package from the Memory card shelf to the Built-in storage shelf if you want to remove the memory card, but you still want access to the information in the package.

You can also copy all the information stored on your Magic Link communicator into a package on the Memory card shelf. This is referred to as a back-up package. If you lose your information or inadvertently discard something, you can recover the information if you have made a back-up.

See "File items in a package" on page 158.
See "Copy items from a package to Built-in storage" on page 159.
See "Using memory cards" on page 35 in Applications Guide.

Store information on ROM cards

ROM cards are read-only memory cards, which means you can read or use the information stored on them, but you cannot write new information to them. When you buy a software package, it may be on a ROM card. While you are using the software package, your Magic Link communicator uses the instructions on the ROM card, but when you create new information using the software package, that information is stored in a package in Built-in storage.

Managing storage space

Moving things around in the Storeroom really means that you are managing the way your Magic Link communicator stores information. By moving a package from the Built-in storage shelf to the Memory card shelf, you are freeing up space in Built-in storage so that your Magic Link communicator can store information there more efficiently. This section describes how to move items from one shelf to another, how to look at an item that is stored on more than one shelf, and how to look at the contents of a package.

Determine where new items go

You might store items, such as name cards and appointments in a:

- storage box in Built-in storage
- package on a memory card
- package in Built-in storage

By default, items are stored in their respective storage boxes in Built-in storage. For example, new name cards you create are stored in the name card storage box on the Built-in storage shelf. You can also choose to manually file an item into a package in Built-in storage or on a memory card. A small image appears at the upper left corner of the screen to indicate where the item is filed. An image of a package represents a package in built-in storage. An image of a memory card represents a package on a memory card.

In Built-in storage. If you use your Magic Link communicator principally to send and receive Telecards, and you do not store a lot of information in the Datebook, Notebook, and File cabinet, you may want to store all new items to Built-in storage instead of in a memory card. All new information you create is stored in Built-in storage. If you follow the guidelines to prevent low storage situations, the storage in your Magic Link communicator should be adequate for your needs. However, if you require more space, use a memory card.

See "Store new items in Built-in storage" on page 157.
See "File items in a package" on page 158.

In Built-in storage and on a memory card. You can store new items, such as name cards and appointments, in Built-in storage. You can file other items that you want to save (such as Telecards, Notebook pages, and old name cards) onto a memory card to conserve space in Built-in storage. Whenever you want to look at items that you have filed, simply insert the memory card and unpack the package to which you filed the item.

This strategy of filing some items onto a memory card also has the advantage of allowing you to use more than one memory card to organize your information. For example, you might keep all your business Telecards and related information on one memory card and personal information on another. While you are working, you use your business memory card. When you must look at personal information, you insert the memory card that contains that information.

See "Store new items in Built-in storage" on page 157.
See "File items in a package" on page 158.
See "Preventing low storage situations" on page 168.

On a memory card. If you store a large amount of information in the Datebook, Notebook, and File cabinet, you may want to store all new items on a memory card to conserve space in Built-in storage. For example, if you keep all of your past appointments in your Datebook and you keep many lists in the Notebook, you may find that the storage available in Built-in storage fills up too fast.

Storing all new items on a memory card gives you more space in Built-in storage. When you store all new items on a memory card, all new information, such as new name cards, are stored in one package called *new items* on the memory card. Keep in mind that in order to see items you create with your Magic Link communicator, the memory card must be inserted.

If you use more than two PC cards and swap them in and out, it makes sense to move the items you use constantly into Built-in storage. Storing new items on a memory card is only effective when the memory card remains in the Magic Link communicator. Note that backing up your information does not include the *new items* package.

See "File items in a package" on page 158.
See "Store new items on a memory card" on page 157.

NOTE: Even with new items going onto a memory card, space in Built-in storage is still used for various features in your Magic Link communicator. For example, items filed to new drawers in the File cabinet, items in the Tote bag, and items in the In box are stored in Built-in storage. Additionally, items created by new packages that you buy may be stored in Built-in storage, even though you have specified that new items be stored on the memory card.

Store new items on a memory card

By default, new items are stored in Built-in storage. If you are using a memory card and want to set it up to hold all new items, use the following steps. You may find it is more efficient to store all new items on a memory card so that you have plenty of room in Built-in storage for normal operations.

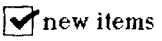
See "Determine where new items go" on page 155.
See "Using memory cards" on page 35 in Applications Guide.

1 **In the Storeroom, touch one of the arrows until you see the Memory card shelf.**

2 **Touch the memory card placard.**

3 **Touch the checkbox next to new items to switch it on, and then touch *done*.**

A checkmark indicates the setting is switched on and all new items will be stored on the memory card.



Store new items in Built-in storage

If you are using a memory card and have set it up to hold all new items, use the following steps to change the setting so that new items are stored in Built-in storage instead of on a memory card.

See "Determine where new items go" on page 155.

1 **In the Storeroom, touch one of the arrows until you see the Built-in storage shelf.**

2 **Touch the Built-in storage placard.**

If the words "new items go here" appear on the placard, then all new items are already being stored in Built-in storage. Your Magic Link communicator now places all new information you create into Built-in storage.

File items in a package

You can file a name card or similar item in a package in Built-in storage or in the storage space available on a memory card or personal computer. You can file one item or all items of the same type using these steps.

NOTES:

- Filing items in packages is different than filing in the File cabinet. Items filed in the File cabinet go into file folders and remain in Built-in storage.
- To file an item on a memory card that is not currently in your Magic Link communicator, turn off the communicator, and then insert the memory card. It takes your Magic Link communicator a little longer to turn on after you insert a memory card.

See "Using memory cards" on page 35 in Applications Guide.

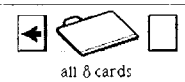
1 With the item you want to file on your screen, touch the Magic lamp.

The Commands window appears.

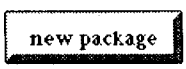
2 Touch *file*.

The File window appears.

3 Touch one of the arrows to select the item you want to file:

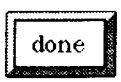
To file	Select the image of
all the items of the same type	 all 8 cards
an existing package in Built-in storage	Built-in storage
an existing package on a memory card	memory card

4 Touch *new package*.

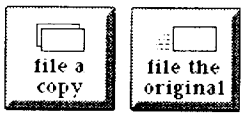


The Package name window appears in which you can enter a name for the new package.

5 Type the name for the new package, and touch *done*.



6 Touch either *file a copy* or *file the original.*



When you file a copy of an item, the original item remains, and a copy of it is filed. When you file the original, the item is moved to the destination you specify.

NOTE: You can copy all other items using these same steps. With the exception of name cards, if you file a copy of an item, you can view both the original and the copy. You can tell where an item is stored by the symbol that appears at the top of the screen.

When you file a copy of a name card, the original name card remains in Built-in storage and a copy goes into the package. However, to avoid confusion, a duplicate name card does not appear. As long as the original name card remains in Built-in storage, you can not see the copy of the name card that is stored in the package. If you want to verify that a copy of the name card is stored in the package, go to the Storeroom to see a list of what is contained in the package.

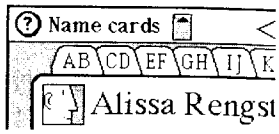
See "Managing storage space" on page 155.
See "View and change a package" on page 163.

Copy items from a package to Built-in storage

You can file an item stored in a package into Built-in storage. You might do this to gain easier access to an item or if you must make the package that contains the item inaccessible. For example, if you must pack up the package in which an item is stored, or if the package is stored on a memory card and you must remove the memory card, you must first copy the item into Built-in storage in order to have access to it.

Items stored in packages are accessible only if the package is unpacked. Items stored on memory cards are accessible only if the package is unpacked and the memory card is inserted into your Magic Link communicator. For example, if you must insert a different memory card or a pager card into the slot that you are now using for a memory card, copy items such as name cards from the memory card package into Built-in storage so that you can access the items after you remove the memory card.

1 **With the item you want to copy to Built-in storage on your screen, touch the small image of the built-in storage placard at the top of the screen.**

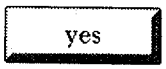


A message appears asking you to confirm that you want to copy the item on your screen into Built-in storage.

NOTE: If you cannot display the item you want to copy into Built-in storage, turn your Magic Link communicator off, insert the memory card on which the item is stored, unpack the package, if necessary, and display the item. Then follow step 1.

See "Unpack a package" on page 161.

2 **Touch *yes* to copy the item into Built-in storage.**

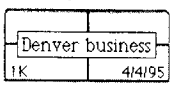


A copy of the item is moved into Built-in storage.

Copy a package to another shelf

You can copy a package from one set of shelves to another, for example, from your memory card to Built-in storage. Suppose you want to remove a memory card but you still want to have access to a package that is stored on it. You can copy the package from your memory card to Built-in storage and then remove the memory card.

1 **In the Storeroom, touch the package you want to copy.**

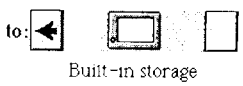


The Package scene appears.

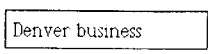
2 **Touch *copy*.**

The Copy package window appears.

3 **Touch the arrow until you see the shelf to which you want to copy the package.**



4 **To change the package name that appears on the copy, touch the name field, and then type the new name.**



5 Touch *copy*.

A copy of the package appears on the shelf you selected.

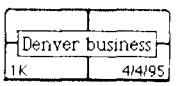
TIP: Alternatively, you can copy a package using the Tote bag. Press down on the package, and drag it into the Tote bag. Move through the Storeroom, if necessary, to display the shelf to which you want to move the package. Press down on the Tote bag, and drag the package onto the shelf.

Discard the original package

Once you copy the package, you can remove the original, if you want.

1 **Touch one of the arrows on the floor until you see the shelf containing the original package.**

2 **Press down on the software package, and drag it into the Trash truck.**



The package hops into the Trash truck.

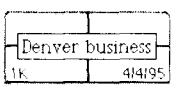
3 **Hold down the OPTION key, and touch the Trash truck to empty the trash.**

Everything in the Trash truck is deleted.

Unpack a package

You must unpack a package before you can use its contents. Some new Magic Cap software packages, new packages that you create when you file items to a package, information you restore from a back-up, and packages you copy from other shelves must be unpacked before you can use them. Some packages, such as software packages that you buy, may unpack themselves automatically.

1 **In the Storeroom, touch the package you want to unpack.**



The Package scene appears.

2 Touch *unpack*.

A message appears confirming that the package has been unpacked.

NOTE: When you unpack the package, the items it contains appear in the place where they were created. For example, Notebook pages appear in the Notebook.

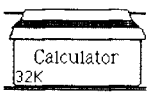
Pack up a package

When you pack up a package, you cannot use the items it contains until you unpack it. You might do this if you do not want to see duplicates of items that you have copied into a package – Notebook pages, for example. When you file a copy of a Notebook page, the original remains in Built-in storage, and the copy goes into a package. If you unpack that package, when you go to the Notebook you see both the original Notebook page in Built-in storage and the copy that resides in the package. Since this can get confusing, you can pack up the package that contains the copy so that when you go to the Notebook, you only see one copy of the Notebook page.

You can also pack up software packages that you do not use. For example, if you pack up the Calculator from the Built-in packages shelf, the Calculator no longer appears in the accessories drawer of the Desk. To see it again, go to the Storeroom, and unpack the Calculator package.

1 **In the Storeroom, touch the package you want to pack up.**

The Package scene appears.



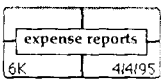
2 **Touch *pack up*.**

A message appears confirming that the package has been packed up.

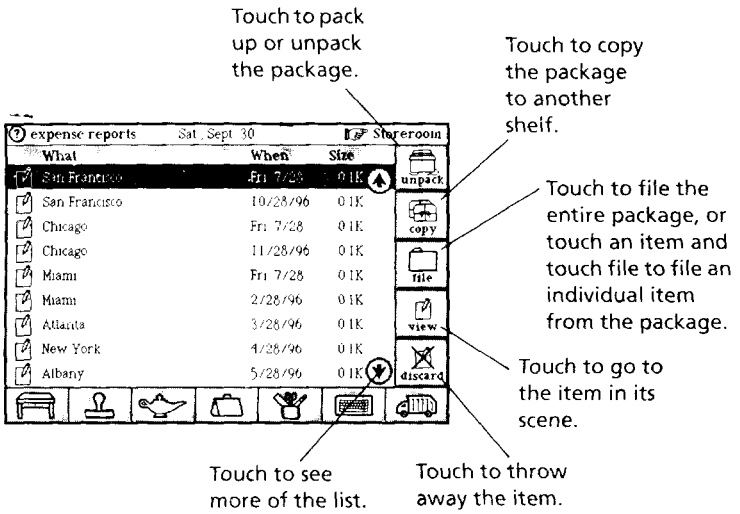
View and change a package

You can look at the list of items a package contains. For example, you might want to see a list of the items you have filed in a package.

In the Storeroom, touch the package you want to look at.



The Package scene appears listing the items stored in the package.

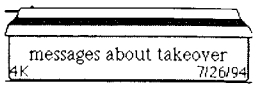


NOTE: When you touch an item, the *view* and *discard* buttons appear. You must unpack a package to view or discard individual items.

Send a package to someone else

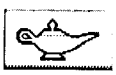
You can send a package through the mail to someone who has a Magic Cap communicator. For example, you might want to send a package that contains Telecards about a particular subject or a package of name cards.

1 **In the Storeroom, touch the package you want to send.**



The package hops onto the Storeroom floor, and an information window appears.

2 **Touch the Magic lamp.**



The Commands window appears.

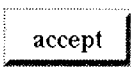
3 **Touch *mail*.**

The Mail window appears.

4 **Touch *send*.**

A postcard appears with the Address to window open, in which you can select the person who is to receive the package.

5 **Select a name from the list to address the Telecard, and then touch *accept*.**



The package is attached to the Telecard as an enclosure. Your Magic Link communicator uses a special type of stationery that alerts the recipient that a package is enclosed.

You can change the text by touching it if you want to personalize the message.

6 **Touch *x* to put the Keyboard away.**

7 **Touch *send*.**

When the recipient touches *install*, the enclosed package is automatically installed in the Storeroom of their own Magic Link communicator.

Backing up your information

It is strongly recommended that you save a copy of the information stored in your Magic Link communicator once a day on a memory card or your personal computer. If something happens to your information or to your Magic Link communicator, you can restore the information that you have backed up. It is a good idea to back up for the first time soon after you have registered with a communication service. This section explains how to back up all the information on your Magic Link communicator to a memory card and how to restore the information back onto your Magic Link communicator, if you ever need to do so.

Back up information to a memory card

In order to back up your information, you need either a memory card or a personal computer. When you back up your information, your Magic Link communicator transfers a copy of all of the items stored in Built-in storage onto a memory card. If you do not have a memory card inserted into your Magic Link communicator, turn your Magic Link communicator off; then insert the memory card. You can back up your information onto a personal computer using an optional link product. Contact Sony Magic Link customer support for information about optional link products available for your Magic Link communicator.

See "Using memory cards" on page 35 in Applications Guide.
See "Store information on memory cards" on page 154.

NOTE: The back-up does not copy any information that is stored on a memory card. To back up a package of information stored on a memory card, you can copy it either to another memory card or to a personal computer using an optional link product.

1 **Insert a memory card, and turn on your Magic Link communicator.**

If the memory card is not yet set up to hold information, your Magic Link communicator displays a message asking you to confirm that you want to set it up.

See "Set up a new memory card" on page 36 in Applications Guide.

2 **In the Storeroom, touch the Magic lamp.**

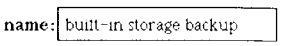
The Commands window appears.

3 Touch *back up*.

The Back up window appears.

4 **Touch one of the arrows until you see the name of the memory card.**

5 **To change the name for the back-up, touch *name*, and type a name for the back-up.**



This name appears on the back-up package when you complete the back-up.

6 **Touch *back up* to copy the information from your Magic Link communicator to the memory card.**

A new package with the name you typed appears on the Memory card shelf. It contains all the information in the Built-in storage of your Magic Link communicator.

TIP: If you have a previous back-up, you can discard it when the new back-up is complete. From the Memory card shelf, press down on the old back-up package and drag it into the Trash truck. Hold down the OPTION key, and touch the Trash truck to empty it.

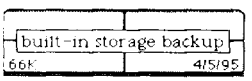
Restore a back-up from a memory card

Use the following steps to restore the information in a back-up package on a memory card to your Magic Link communicator. If the memory card is not inserted into your Magic Link communicator, turn off your Magic Link communicator, and insert the memory card.

NOTE: When you restore the information from a back-up package to your Magic Link communicator, any information you added between the time you did the back-up and the time you restore is lost, including any software upgrades you may have received. If there are items you want to keep, file them in a separate package on a memory card, and then restore them after you restore the back-up.

See "File items in a package" on page 158.

1 In the Storeroom, touch the back-up package you want to restore.



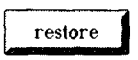
The back-up package scene appears.

If you have more than one back-up package, touch the one with the latest date.

2 Touch *restore*.

A confirmation window appears.

3 Touch *restore* again to confirm that you want to continue.



The information stored in the back-up is copied back onto your Magic Link communicator.

TIP: If you restore from an old back-up and you are not sure whether the back-up includes any software upgrades you had received, you can request software upgrades in the AT&T PersonaLink Services building Downtown.

See "Request software enhancements from AT&T PersonaLink Services" on page 102.

Preventing low storage situations

Your Magic Link communicator is designed to hold enough name cards, appointments, and Telecards to be practical for day-to-day use. It is designed primarily to allow you to keep in touch with the people who are important in your life and to keep up to date on the information that you must know. Storage space is limited, however, and there may not be enough room to archive an extended appointment schedule, all of your Telecards, and a large amount of other information.

This section suggests strategies you can use to prevent running low on storage.

Prevent low storage situations

Here are some steps you can take to prevent low storage situations.

Throw away old Telecards, Notebook pages, name cards, and similar items you no longer need; then be sure to empty the Trash truck.

If you routinely receive a lot of Telecards, request a mailbox report first; then collect your mail in small batches.

See "Get a mailbox report of Telecards" on page 65.

Discard Telecards after you read them. File Telecards that you want to save in a package on a memory card.

See "Filing Telecards" on page 123.

Use a memory card to store new packages or information you want to save. You can also use an optional link product that allows you to connect to your personal computer and use the storage space there.

See "Determine where new items go" on page 155.
See "File items in a package" on page 158.
See "Back up information to a memory card" on page 165.

Limit how much trash your Trash truck holds.

See "Decrease how much the Trash truck holds" on page 169.

☐ 1 Automatically collect name cards

Turn off automatic name card collection rules when you have accumulated the name cards you want to keep.

See "Using Name card file rules" on page 84.

☑ 3 Suggest discarding appointments

Set your Magic Link communicator to remind you to discard old appointments, filed items, or telephone log entries.

See "Using File cabinet rules" on page 127.
See "Using Telephone rules" on page 99.

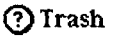
Decrease how much the Trash truck holds

When you drag something into the Trash truck, the item is stored there until you empty the Trash truck or until it contains more than six items. Once it contains six items, your Magic Link communicator permanently discards them.

In the Trash rules window, you can decrease the number of items the Trash truck holds and change the sound you hear that alerts you that an item in the Trash truck has been permanently removed.

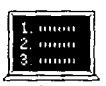
1 **Touch the Trash truck to open it.**

2 **Touch the circled question mark in the upper left corner of the Trash window.**



3 **Touch *rules for trash*.**

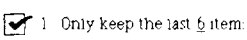
The Trash rules window appears.



rules for trash

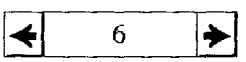
4 **Touch the text of rule 1.**

The Trash rules window appears with the text of the rule at the top.

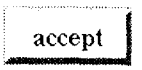


5 **Touch the left arrow to decrease the number of items the Trash truck can hold.**

The minimum number is zero and the maximum number is sixteen. If you set this number to 0, each time you drag an item into the Trash truck, the truck empties itself.



6 **Touch *accept*.**



7 **Touch the checkbox for the rule to switch it on, if it is not already checked.**

A checkmark indicates the rule is switched on.

NOTE: If you switch this rule off, nothing you throw away in the Trash truck is permanently removed until you manually empty the Trash truck. It is recommended that you not switch this rule off, since doing so can cause your Magic Link communicator to run out of storage space quickly.

8 **Touch *x* to close the window.**

Discard suggested items

You can generate a list of items that you might want to discard. When you select an item from this list, you can file it somewhere else, view it, or discard it.

1 **In the Storeroom, touch the Magic lamp.**

The Commands window appears.

2 **Touch *suggestions for discarding*.**

The Suggestions for discarding scene appears.

3 **Select an item in the list.**

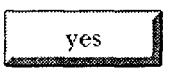
4 **To discard the item, touch *discard*.**

A message appears confirming that you want to discard the item.

To look at the item before discarding it, touch *view*. To file the item instead of discarding it, touch *file*.

See "File a Telecard manually" on page 123.

5 **Touch *yes* to discard the item.**



Managing low storage situations

When your Magic Link communicator begins to run low on storage, you may notice that some operations take longer and the Magic Link communicator responds more slowly to your touch. If you suspect that you are running low on storage, go to the Storeroom and look at the gauges at the far right side of the Storeroom. The permanent indicator shows the space currently used in Built-in storage. If more than half of the available amount of space is used up, you should begin discarding old items that are taking up space, and you should take steps to use the space available more efficiently.

See "Preventing low storage situations" on page 168.

Occasionally, you may see the clean up window. Touch *clean up* to free up storage space.

Cleaning up is your Magic Link communicator's way of freeing up space in storage that you cannot free up by throwing old items away. Your Magic Link communicator usually does its housekeeping when it is most convenient for you. For example, when you switch the power off, you may see a message that informs you that your Magic Link communicator is going to do some housekeeping and will shut off automatically when it is done. The following pages discuss initiating a clean up and how to use the low storage and out of storage windows to clean up storage.

Clean up storage space

Although your Magic Link communicator may clean up on its own before powering off, you can also initiate a clean up to free up space in storage. You might want to do this if you notice that some operations seem to take longer, the Magic Link communicator responds more slowly to your touch, or you begin to see cleanup windows more frequently. First throw away old items you do not need; then use the following steps to initiate a clean up.

1 **In the Storeroom, touch the Magic lamp.**

The Commands window appears.

2 **Touch *suggestions for discarding*.**

suggestions for discarding

The Suggestions for discarding scene appears in which you can discard items from the list.

3 **Touch the Magic lamp.**

The Commands window appears.

4 **Touch *clean up*.**

A clean up message appears.

The clean up may take a few minutes. When the clean-up is complete, a message appears telling you know how much space you have recovered.

5 **Touch *x* to close the clean-up message window.**

TIP: For a shortcut to the *clean up* button, go to the Storeroom, and touch the Magic lamp. Hold down the OPTION key, and touch *suggestions for discarding*. The clean up process starts immediately.

Clean up using the low storage window

When your Magic Link communicator begins to run low on storage space, a message appears informing you that your Magic Link communicator is almost out of storage space.

You can go to a scene where you can select some items to be discarded, or you can allow your Magic Link communicator to free up space on its own. You also have the option of putting the window away and discarding individual items yourself in the various areas of your Magic Link communicator.

1 **If the low storage window appears, touch *list* to look at a list of items you might want to discard.**

The Suggestions for discarding window appears.

TIP: You can also generate a list such as this by going to the Storeroom and touching *suggestions for discarding* in the Magic lamp.

2 **Touch *clean up* so that your Magic Link communicator frees up space in storage.**

A message appears to let you know that your Magic Link communicator is cleaning up. When it is done, you will see a message indicating how much Built-in storage was recovered.

Clean up using the out of storage window

When your Magic Link communicator is completely out of storage space, a message appears informing you that your Magic Link communicator is completely full. It presents a list of items that you can choose to discard. Your Magic Link communicator then discards the marked items and cleans up in order to free up space in storage.

NOTE: When the out of storage space message appears, you cannot put this window away, and you must mark items for deletion in order to free up space in storage.

1 **In the window, touch the checkbox next to each item in the list that you want to discard.**

☒ ☐ Note card (1 of 2)

A checkmark appears indicating an item is marked for deletion.

Touch the arrows to move forward or backward through the list.

2 **When you have marked all the items you want to discard, touch *clean up* to discard items and clean up storage.**

clean up

A clean up message appears.

The clean up may take a few minutes. When it is complete, you see a message that lets you know how much space you have recovered.

NOTE: You may find that some features and some items that are stored in packages are not immediately available after you clean up. This is because your Magic Link communicator may have packed up certain packages in order to finish the clean up process. To use these items again, simply unpack the packages.

See "Unpack a package" on page 161.

Setting up passwords

You can set a password to protect the information in your Magic Link communicator while you are not using it. When you have set a password, each time you turn your Magic Link communicator on you must enter the password. You can also select how often password confirmation is required.

A password is only one level of protection against casual intrusion and prying eyes. The best security for your Magic Link communicator and the information it contains comes from carrying it with you.

Set up passwords

1 **In the Hallway, touch *Controls*.**

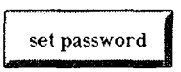
The Controls scene appears.

2 **Touch *privacy*.**

The Privacy window appears.

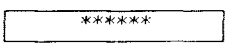
3 **Touch *set password*.**

The numeric keypad appears.



4 **Enter your password.**

Each digit you type appears as an asterisk. Touch *clear* to clear the password you just typed.

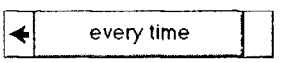


NOTE: Be sure to write down your password and keep it in a safe place, in case you forget it.

5 **Touch *enter*, and then enter your password again when prompted to confirm.**

As soon as you enter the last character, your password is set, and the clear password button appears in the Privacy window.

6 **To change how frequently your Magic Link communicator asks you to confirm your password, touch one of the arrows until you see the setting you would like to use.**



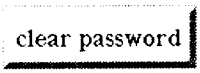
Clear your password

If you have set a password and no longer need it, you can clear the password.

1 **In the Hallway, touch *Controls*.**
The Controls scene appears.

2 **Touch *privacy*.**
The Privacy window appears.

3 **Touch *clear password*.**



4 **When the numeric keypad appears, type your password to confirm that you have authority to clear it.**
As soon as you enter the last character, your password is cleared.

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